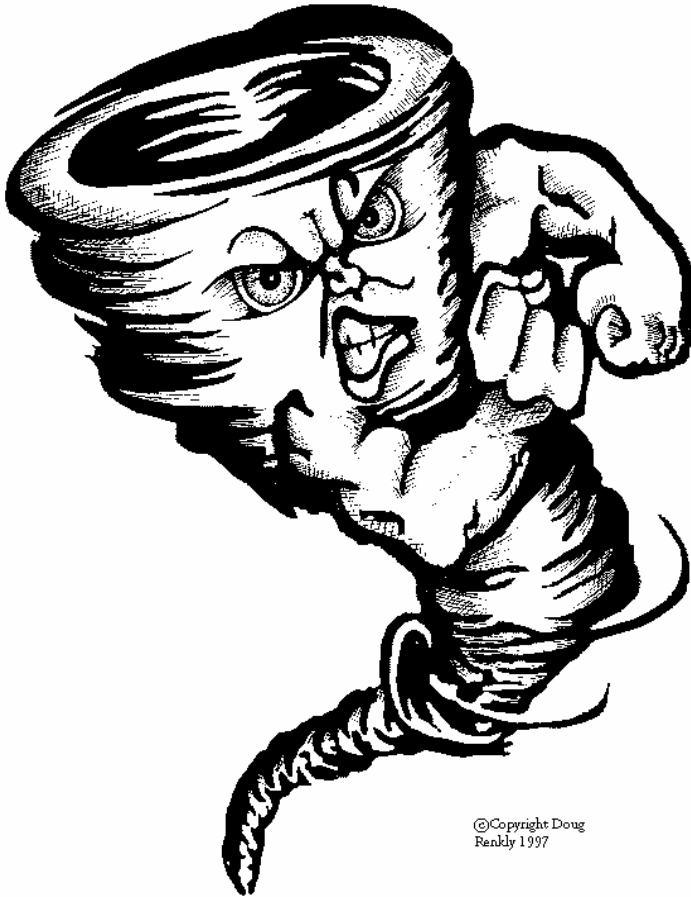


# **Harlan Community Senior High School**



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## **2005-2006 Student/Parent Handbook**

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## **FOREWORD**

This handbook has been prepared so that it will be a useful guide for all Harlan Community High School students. Each year a great deal of valuable time is lost when students attempt to adjust themselves to new surroundings and privileges. A large part of this wasted time may be eliminated through the use of this student handbook which contains definite descriptions of school policy, activities, and calendar dates.

Students will find this book to be a very useful reference throughout the coming school year. Everyone must understand our school policies if our school is to function smoothly and efficiently.

All students are expected to know the provisions in this handbook. Please take time to read it as soon as possible.

## **HARLAN COMMUNITY HIGH SCHOOL**

Harlan, Iowa

2006-2007

As principal of Harlan Community High School, it is my pleasure to present to you our Student/Parent handbook for the 2006-2007 school year. This year, Harlan Community High School begins its 36th year of serving students in the greater Shelby County area. The long tradition of excellence will continue through the joint efforts of our students, parents, staff, and community as we promote our motto of "Joined as one we get the job done." Our Cyclone motto emphasizes that by working together we can accomplish our goals of achieving excellence in all our curricular and co-curricular areas.

Our philosophy, mission, and goals are clearly defined and articulated at Harlan Community High School. Students are provided with an educational program that will help them become productive citizens. We believe that the difference between success and failure, in school and life itself, is effort and commitment. We also believe that all students should have access to a quality education, and that all students should have a choice to continue their formal education beyond high school. Each student is given the opportunity to maximize his or her potential academically and in our many co-curricular programs.

At Harlan Community High School, the student is at the center of our educational mission. Our expectations are high in regard to the students' work ethic, decorum, and appearance. As a result, our students are well prepared to compete in a work world that requires loyal, competent, goal-oriented individuals. Every opportunity will be provided to help our students become their individual and collective "best."

Our Student/Parent Handbook is furnished to give you the information necessary for a successful school year. Please reserve some time to carefully review this handbook. We urge you to keep it handy for quick reference throughout the school term. If you have any questions at any time, please do not hesitate to contact any member of our administrative team.

Sincerely,  
Kent Klinkefus, Principal  
Mitch Osborn, Activities Director  
High School Faculty  
School Nurse  
Secretaries, Custodians & Cooks

## **General**

## Student Information

### TEXTBOOKS

A book rental fee is assessed each calendar year and is collected prior to the start of the school year. Books will be distributed during the first week of school to all students.

Books rented must be returned in reasonable condition to prevent additional charges. We would encourage you to use book covers which are available in the office.

Please make sure your books and other supplies are secure when your lockers are unattended and before you leave the building each day. Lost or misplaced books must be paid for by the student the book is issued to at the rate of less one-fifth actual cost for each year the school has used the book with a minimum fine of \$1.50.

### REGISTRATION FEES

Registration fees for the 2006-2007 school year will be \$40.00.

### LOCKERS

The locker supply is now sufficient to accommodate each student with an individual locker. You will keep the same locker throughout the school year. Only you and the Principal's Office will know the combination to your built-in locker. Doors to the lockers will automatically lock when the door is fully shut and the dial is spun.

We recommend that you keep money and/or valuables with you and not in lockers. The school cannot be responsible for articles taken from your locker. If you do have valuables you do not want to carry around all day, you may check them in at the Principal's Office. If you are unable to locate a belonging or fear that something has been stolen, please report the theft to the office and file a report with local law enforcement.

These lockers have been provided by the district at some expense. You are a co-tenant with the school. Treat your locker with respect, open and shut them quietly and keep them clean and orderly as you would keep your own personal belongings. Do not exchange lockers without consent from the Principal's Office.

Lockers with locks will be assigned to you when you pay your registration fees. For the locker search policy, please refer to the K-12 component of the handbook under "student lockers."

### CLASS SPONSORS

<u>Freshmen</u>	-	Ms. McGrath, Ms. Boeck, Ms. Strickland, Ms. Lansman+, Ms. Nelson, Mr. Juhl, Mr. Kohorst, Ms. Daniels, Ms. Bruck*, Mr. Connell+
<u>Sophomore</u>	-	Mr. Swanson*, Mr. Crilly+, Ms. Hagemeier, Ms. Campbell, Ms. DuVal, Mr. Vis+, Mr. Hermanson, Mr. Mitchell, Ms. Rauterkus, Ms. Claussen
<u>Junior</u>	-	Mr. Angel, Ms. Kenkel, Ms. Kennedy, Ms. Elmquist+, Ms. Thies, Ms. Baughman, Mr. Kaster, Mr. Tucker+, Ms. Sittig, Ms. Schnack*
<u>Senior</u>	-	Ms. Ickes, Mr. Murtaugh, Mr. Renkly+, Mr. Fah, Ms. Fowler*, Ms. Beach, Mr. Bruns, Mr. Klaassen+, Mr. Hosack, Ms. Rasmussen

\* Denotes Head Sponsor

+ Denotes Assistant Head Sponsors

These three along with class officers are responsible for important class decisions, including class floats, flowers, colors, ushers, prom, rings, and funds. They should meet as a committee to make decisions.

### CLASS TIME SCHEDULE

**REGULAR DAILY SCHEDULE**

Period 1	8:15	-	9:01	
Period 2	9:06	-	9:52	
Period 3	9:57	-	10:43	
Period 4	10:48	-	11:34	
Period 5	11:39	-	12:05	A Lunch
	12:10	-	12:25	Middle
	12:30	-	12:56	B Lunch
Period 6	1:00	-	1:47	
Period 7	1:52	-	2:38	
Period 8	2:43	-	3:29	

**PRIME TIME**

Prime Time:	8:15	-	9:00	
Period 1	9:05	-	9:45	
Period 2	9:50	-	10:30	
Period 3	10:35	-	11:15	
Period 4	11:20	-	12:00	
Period 5	12:05	-	12:31	A Lunch
	12:36	-	12:44	Middle
	12:49	-	1:15	B Lunch
Period 6	1:20	-	2:00	
Period 7	2:05	-	2:45	
Period 8	2:50	-	3:29	

**ONE HOUR LATE START**

Period 1	9:15	-	9:53	
Period 2	9:58	-	10:36	
Period 3	10:41	-	11:19	
Period 4	11:24	-	12:02	
Period 5	12:07	-	12:33	A Lunch
	12:38	-	12:45	Middle
	12:50	-	1:16	B Lunch
Period 6	1:21	-	1:59	
Period 7	2:04	-	2:42	
Period 8	2:47	-	3:29	

**TWO HOUR LATE START**

Period 1	10:15	-	10:46	
Period 2	10:51	-	11:22	
Period 3	11:27	-	11:58	
Period 4	12:03	-	12:34	
Period 5	12:39	-	1:10	A Lunch
	1:10	-	1:41	B Lunch
Period 6	1:46	-	2:17	
Period 7	2:22	-	2:53	
Period 8	2:58	-	3:29	

**EARLY DISMISSAL SCHEDULE - 12:30**

Period 1	8:15	-	8:38	
----------	------	---	------	--



Period 2	8:43	-	9:06	
Period 3	9:11	-	9:34	
Period 4	9:39	-	10:02	
Period 6	10:07	-	10:30	
Period 7	10:35	-	10:58	
Period 5	11:03	-	11:29	A Lunch
	11:34	-	12:00	B Lunch
Period 8	12:05	-	12:30	

#### **EARLY DISMISSAL SCHEDULE - 1:30**

Period 1	8:15	-	8:46	
Period 2	8:51	-	9:22	
Period 3	9:27	-	9:58	
Period 4	10:03	-	10:34	
Period 5	10:39	-	11:10	A Lunch
	11:10	-	11:41	B Lunch
Period 6	11:46	-	12:17	
Period 7	12:22	-	12:53	
Period 8	12:58	-	1:30	

#### **EARLY DISMISSAL SCHEDULE - 2:30**

Period 1	8:15	-	8:53	
Period 2	8:58	-	9:36	
Period 3	9:41	-	10:19	
Period 4	10:24	-	11:02	
Period 5	11:07	-	11:33	A Lunch
	11:38	-	11:45	Middle
	11:50	-	12:16	B Lunch
Period 6	12:21	-	12:59	
Period 7	1:04	-	1:42	
Period 8	1:47	-	2:30	

#### **27 MINUTE PEP ASSEMBLY SCHEDULE**

Period 1	8:15	-	8:57	
Period 2	9:02	-	9:44	
Period 3	9:49	-	10:31	
Period 4	10:36	-	11:18	
Period 5	11:23	-	11:49	A Lunch
	11:54	-	12:05	Middle
	12:10	-	12:36	B Lunch
Period 6	12:41	-	1:23	
Period 7	1:28	-	2:10	
Assembly	2:15	-	2:42	
Period 8	2:47	-	3:29	

#### **27 MINUTE SEMINAR SCHEDULE**

Period 1	8:15	-	8:57
Period 2	9:02	-	9:44

Period 3	9:49	-	10:31	
Period 4	10:36	-	11:18	
Period 5	11:23	-	11:49	A Lunch
	11:54	-	12:05	Middle
	12:10	-	12:36	
Seminar	12:41	-	1:08	
Period 6	1:13	-	1:55	
Period 7	2:00	-	2:42	
Period 8	2:47	-	3:29	

#### **43 MINUTE SEMINAR SCHEDULE**

Period 1	8:15	-	8:55	
Period 2	9:00	-	9:40	
Period 3	9:45	-	10:25	
Period 4	10:30	-	11:10	
Period 5	11:15	-	11:41	A Lunch
	11:46	-	11:55	Middle
	12:00	-	12:26	B Lunch
Seminar	12:31	-	1:14	
Period 6	1:19	-	1:59	
Period 7	2:04	-	2:44	
Period 8	2:49	-	3:29	

#### **HOMECOMING SCHEDULE**

Period 1	8:15	-	8:54	
Period 2	8:57	-	9:36	
Period 3	9:39	-	10:18	
Period 4	10:21	-	11:00	
Period 5	11:03	-	11:29	A Lunch
	11:32	-	11:42	Middle
	11:45	-	12:11	B Lunch
Period 6	12:14	-	12:53	
Period 7	12:56	-	1:25	
Period 8	Will not meet			

#### **CORONATION BEGINS AT 1:30 IN THE AUDITORIUM**

<b>ATTENDANCE POLICY</b>
--------------------------

The staff and administration of Harlan Community High School cannot emphasize enough the importance of regular class attendance. Annual review of student achievement indicates that regular school attendance positively impacts classroom performance.

When a student accumulates eight (12) absences in a given class, a contract may be established to identify expectations that must be met if credit is to be awarded. The Administration will inform the parents by mail and request a parent to contact the school. The Administration will hold a conference with the student and will review a plan that will support the student and encourage attendance. Consequences for non-attendance will also be identified. The purpose of the conference is to evaluate the reasons for the absences and determine the credit status of the student. Final determination of whether an absence is excused or unexcused rests with the High School Administration. One possible consequence would be a withdrawal from class, loss of credit and an assignment to a study hall. Absences due to school sponsored activities will not count toward the 12 class absences. If school is in session, only participants in the school-sponsored activity will have the absence waived.

As students accumulate excused absences in a class, these steps will be followed:

- 5 absences - notice sent to parents
- 8 absences - 2nd notice sent to parents

12 absences	-	3 <sup>rd</sup> notice sent to parents requesting parent contact with school, student conference with the Administration and an attendance contract may be established
16 absences	-	A conference with student, parent(s), and administration to discuss the student's standing in class.

Students who fail to attend school risk losing their driving privileges. Our legislature, in an attempt to keep students in school, has adopted legislation to revoke a student's driver's license if the student stops attending school and has not reached the age of eighteen. Students who have not reached the age of eighteen and stop attending school may be reported to the Department of Transportation as dropouts.

#### PROBATIONARY STATUS

Students that accumulate 12 absences in one semester in any class may be placed on "Probationary Status" for the remainder of the semester. "Probationary Status" means the student may lose credit in the class unless the conditions for awarding credit are met for the remainder of the semester. The conditions for awarding credit will be established at the time the student is placed on "Probationary Status". The conditions could include but would not be limited to:

1. Near perfect attendance.
2. Work completed, of satisfactory quality and turned in on time.
3. No violations of our attendance policy.
4. Scheduling appointments outside the school day.

If an attendance contract is violated, the student may have to appeal to the classroom teacher and the Principal for credit in those classes impacted by the contract. The student will be responsible for bringing and presenting any documentation they deem necessary to better present their case. Without documentation, we will consider only the information available at the conference in our decision.

#### ABSENCES

Absences will be verified either by a telephone call or note from the student's parent or guardian. All work missed because of absence must be made up. Dental and doctor appointments should be made after school, on Saturday, or during study halls if at all possible. **Parents should stress the importance of school work and the value of daily attendance for the sake of their student staying current and meeting course goals.** Students who have been absent from school on account of sickness or other family emergencies will be given 2 days to make up their work for each day absent. On the day of return, students may be required to make-up tests and quizzes scheduled prior to an absence at the request of the teacher.

The following absences from school are unexcused unless stated requirements are met.

1. Car trouble (parent must call principal's office to clear).
2. Interviews (pre-absence required)
3. Overslept
4. College visit (pre-absence required; parental call or note to the office; clearance by guidance office prior to visitation.)
5. Doctor and dentist (verification by doctor, dentist, note or call from parent)
6. Business (parents must **call** principal's office to clear, limit once per week unless approved by administrator)
7. Shopping
8. Haircuts
9. Missing one class to prepare or study for another.
10. Skip days by any class or group of students are prohibited.

#### PRE-ABSENCE POLICY

Any absence other than illness and emergency situations will require parental permission and a pre-absence slip from the office. The pre-ab must be signed by the student's teachers and returned to the office three school days prior to the absence. Failure to do so may result in an unexcused absence.

All pre-abs for school-affiliated absences must be returned to the sponsor responsible for the absence 3 school days prior to missing school. Failure to do so may result in non-participation by the student. The sponsor should then check the pre-abs and turn them into the office 3 days prior to the event.

College visitations should be scheduled through the guidance department.

#### APPOINTMENT DURING SCHOOL HOURS

Students should try to make appointments for after school hours or during non-academic time, and should make sure that these appointments do not interfere in any way with scheduled academic classes. If a special situation calls for an appointment during scheduled classes, students may be required to bring a statement from that office verifying the appointment. Students that take advantage of this policy will fall under our unexcused absence policy and risk loss of sign-out privileges and/or loss of credit.

#### EARLY DISMISSAL

An early dismissal slip is necessary for a student to be released during school time. This may be obtained by a parental call/note to the principal's office, preferably before 8:15 on the day of the dismissal.

Excuses for **doctor or dental appointments** and **family hardship** or **emergency matters**, must be obtained in the Principal's Office during a student's own time before 8:15 a.m. You must remember to get permission and to **sign out of the building when leaving**. Whenever possible, appointments should be scheduled to avoid missing class time. Students may be asked to make-up class time as per classroom expectations.

#### ADMIT SLIP

Following an absence from school, EITHER BY A TELEPHONE CALL OR NOTE, from the student's parent or guardian, an admit slip will be issued by the Principal's Office. **This slip must be obtained prior to 8:15 a.m. the day of your return or immediately upon your return to school if you are returning after the school day has begun. Failure to do so will result in the student being assigned a tardy to the class. The office will issue a pass if the student was detained in the office and the tardy bell has rung. This SLIP MUST BE PRESENTED TO EACH CLASSROOM TEACHER AND STUDY HALL SUPERVISOR** at the beginning of the class period. **Teachers will not admit a student to class without an admit from the office.** It is the student's responsibility to have it initialed by each teacher by class period.

#### OPEN CAMPUS POLICY

All seniors at HCHS are eligible for open campus during their lunch period. Seniors who meet certain requirements are also eligible for open campus during study hall periods. Below are the requirements for open campus at HCHS:

1. The student must complete the HCHS open campus application form and meet all criteria listed.
2. If at any time the student violates one of the criteria (A-K) as listed on the open campus application, his/her open campus privileges will be revoked.
3. If the student is late returning to class, he/she will be granted one warning, but a second offense will result in the open campus privilege being revoked.
4. If the student is found loitering in the hallway or causing a disturbance at HCHS or any other HCS building, it may result in detentions or revocation of the open campus privilege.
5. The student is expected to conduct themselves as a respectable citizen of the community while exercising the open campus privilege. If there are any reports of the student causing trouble in the community while out of school for open campus, this may result in detention or revocation of the open campus privilege.
6. The parent or guardian of the student can at any time contact the school and have his/her child's open campus privilege revoked.
7. If the student meets all criteria for the open campus privilege, he/she will be issued an open campus card that will serve as a pass for leaving and returning to campus. If the student loses the open campus privilege, this card will be returned to the office.
8. If at any time a student's privileges are revoked, he/she must wait for nine weeks before he/she may re-apply for the privileges.
9. Applications may be submitted at the end of the nine-week suspension period. Once the student is granted the open campus privilege, he/she need not reapply unless, for any reason, the privileges were revoked. Then you must reapply.
10. An administrator will review each application before approving it. If for any reason the application is rejected, the student will be notified concerning the decision.

## H.C.H.S OPEN CAMPUS PRIVILEGE REQUEST FORM

(Student Completes)

I, \_\_\_\_\_ am requesting the open campus privilege for lunch during my senior year. If this form is signed and returned with registration materials prior to the first day of class, the student will have open campus lunch on the 1<sup>st</sup> day of school. Otherwise, seniors will have to wait until they return a signed form to be eligible to leave. I also understand that I may have open campus during all study hall periods if I have a cumulative GPA of 3.0 or above or meet a similar standard if on an IEP (students who earn a 3.0 GPA or above at the end of the first quarter, first semester or third quarter will be eligible as well). As an applicant for open campus, I understand that if granted the open campus privilege, that privilege can be revoked for the following reasons:

- A. 30 credits have not been accumulated towards graduation at the end of junior year.
- B. A violation of school policies relating to alcohol, drug use, tobacco, or criminal activity.
- C. Assignment to a Saturday/in-school/or out-of-school suspension for any reason.
- D. An unexcused absence.
- E. Tardy twice for class.
- F. Found loitering in the hallway or not in proper areas during the time students are to be off-campus.
- G. Found interfering at any other HCSD building.
- H. Discovered causing a disturbance in the community, or on school grounds during any time that the student is exercising his/her open campus privilege.
- I. The parent of the student contacts the school requesting that the child's open campus privileges be revoked.
- J. Receive an "F" letter grade during the mid-term, quarter or semester grading periods.
- K. Terminated from a MOC job.

Any of the above violations will result in a loss of privileges for a minimum of nine weeks.

**PARENT(S) OR GUARDIAN(S) -** (Print your name) \_\_\_\_\_

I, (signature) \_\_\_\_\_ (Date) \_\_\_\_\_

have read this form and understand the requirements that my child must meet, and am willing to grant my son/daughter the open campus privilege at this time and reserve the right to revoke those privileges at any time.

**STUDENT -** (Print your name) \_\_\_\_\_

I, (signature) \_\_\_\_\_ (Date) \_\_\_\_\_

have met all requirements necessary and understand that open campus is a privilege and I must follow the rules outlined above in order to retain that privilege.

**ADMINISTRATOR/COUNSELOR:**

Please initial if criteria (A) has been met. \_\_\_\_\_

Please initial if 3.0 CUM GPA has been met. \_\_\_\_\_

### MEDIA CENTER

The media center is open from 8:00 a.m. to 4:00 p.m. daily under the supervision of the librarian. The media center is a student center for research and review of media materials. All students are encouraged to utilize this area to the fullest while recognizing the expectations of students in the center. No food, beverages, or audio devices are permitted.

When checking out of study hall or leaving a class to go to the media center students must be in good standing (no fines exceeding \$1.00). Students may then sign in and out of the media center.

Any student may lose media center privileges for a period of time for misuse of the media center or for signing out to the media center and then going elsewhere. Loss of the media center privileges will necessitate a special written pass from any teacher who has given you a media center assignment to get you to the media center on a temporary basis while your own permit is withheld.

General books may be borrowed for two weeks with the privilege of renewal for an additional two weeks. Fines are levied on late books at the rate of ten cents a day. Magazines and vertical file items may be borrowed for one week with the same renewal privilege.

Reserve books are checked out overnight. They must be returned at the beginning of school the following morning.

Fines will be canceled upon presentation of an admit slip showing excused reason for absence provided the book was not overdue when the absence began, and the book comes in the day the student returns to school.

Damage to books shall be paid for by the borrower. Lost book charges will reflect replacement costs.

The A-V section is open to all students with media center privileges. Most machines and materials are checked out at the counter and remain in the media center.

#### SCHOOL GROUNDS

To preserve the neat appearance of the lawns, always use the side walk while walking to and going from the building. Please use the trash cans to keep the grounds free from litter.

#### USE OF TELEPHONES

Student calls may be made from the white phone in the principal's office. The telephone should not be used for social calls. Calls should be made before school, during lunch break, or after school. Students will be called from class to the telephone **only** in emergencies. If a student must use the telephone during class time, **the student must obtain a pass from the classroom teacher**, and present it to the office. Students may make local, 800, credit card, or collect calls from the phone in the principal's office. A telephone is available on the wall outside the office for local calls only.

Cell phones can cause a material disruption to our school day and are not to be used in the building during the school day. Cell phones used during the school day will be confiscated and returned to a parent or guardian. The recommendation is to leave cell phones at home or in your car. The district will not be liable for the loss or damage of any cell phone confiscated. Disciplinary action will follow the progression below:

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> offense: | The cell phone will be confiscated and can be picked up by a parent or guardian in the office at the end of the day.  |
| 2 <sup>nd</sup> offense: | The cell phone will be confiscated and can be picked up by a parent or guardian in the office after one week.   |
| 3 <sup>rd</sup> offense: | The cell phone will be confiscated and a conference will be scheduled with the parent, student, and administration to address the issue. The cell phone will be given back to the parents at the end of the conference. |

#### ELECTRONIC DEVICES

Laser pointers can cause irreparable damage to the eyes when used inappropriately. Student possession of laser pointers will not be permitted during the school day and at school activities. If a student has a laser pointer in their possession, the pointer will be confiscated and will not be returned to the student. If the student is using the laser pointer as a weapon by focusing the beam of light in the eyes of another person, the pointer will be confiscated (will not be returned) and the student will be subject to discipline under our disobedience policy.

### LOST AND FOUND

All articles that are found should be taken to the Principal's Office. Lost articles can be claimed in the Principal's Office.

### FIRE DRILL

These will be held periodically in accordance with state laws. During the drill students will follow the teacher's instructions and walk quickly out of the building until signaled to return. The signal for fire is a continuous sounding of the fire alarm.

### TORNADO DRILLS

These will be held periodically. Each room or area of the building has a specific place to go for shelter. Each teacher has a complete copy of the disaster plan, including tornado drills, in their Teacher's Handbook. Each teacher is responsible for informing their students where to go for shelter during every period of the day. If you do not know where to go and a tornado drill occurs, proceed to the boys or girls locker rooms. TORNADO WATCH means there is a chance of dangerous weather later with damaging winds. Be looking for a place to take cover! TORNADO WARNING means a tornado has been sighted nearby and that you should go at once - move to the shelter area. When HCHS is under a tornado warning, an alarm will be activated.

### LUNCH LINE

Please have the courtesy of waiting in line and respecting other students by not "crowding in line". Do not expect to come late and get in the middle of the line with a friend. Have your friend wait for you and get at the END of either line together.

Students can charge up to \$5.00 in lunches, **but will be refused a meal if they exceed the limit**. Money will not be accepted when in the lunch line. Students may turn in money in the office before 8:15 and during the first and second passing periods.

Meal prices at the high school are: Breakfast \$ .95    Lunch \$1.90

During the lunch period you may use the restrooms adjoining the cafeteria area on the east. Please remain inside in the main first floor north-south hallway area. If you need to leave this area please seek permission from a supervisor.

Students will be expected to report promptly to the cafeteria area during their lunch period. Any student abusing lunch time privileges may be restricted or assigned to detention.

**Ninth, tenth, eleventh and twelfth grade students not eligible for open campus must have administrator approval to sign out for lunch.**

### INJURIES OR ILLNESS

Any injury incurred at school or in a school-sponsored activity should be reported to a teacher, coach, or the administration immediately, regardless of whether or not you have school insurance. A school nurse will be on duty during the year. Notify the Principal's Office immediately if you are injured or become ill.

### STUDY HALL GUIDELINES

1. One boy and one girl at a time will be allowed to check out to the restroom.
2. Any student who abuses the checkout privilege, staying out too long, checking out too often, **or not going where you signed out to go**, will be denied checkout privileges for a period of time.
3. Students may check out to the media center until the quota is reached.
4. No more than two students may be given permission to talk at a given time.
5. Study groups are permissible as determined by the study hall teacher.
6. Pick up all waste paper from the floor and at your table at the end of each period.
7. During periods one through seven, students may visit a teacher by appointment only. You may have a pass or the teacher may come to get you.

8. No student will be allowed to leave the eighth period study hall by pass. If a teacher wants to see any student during the eighth period, the teacher must go to the study hall and get them. If they are to go back to the eighth period study hall before it is over, they must bring them back.
9. Maintain a quiet study hall.

#### **CARE OF YOUR SCHOOL PROPERTY**

HCHS is committed to provide the finest and most current equipment and facilities available. More areas are being developed for student use annually. Let us all share in the responsibility of maintaining and perpetuating our fine school for current and future students.

#### **PERSONAL WIRELESS DEVICES**

Due to the increase of wireless technology, students are allowed to access the Internet with their personal wireless devices (laptops, Palm Pilots, PSPs, cell phones, etc). As a safeguard to the student and the Harlan Community School District network, we will need a permission form filled out with the necessary information about the device, including the student's signature to verify his/her knowledge of the "Policy for Misuse of Technology" as outlined in the student handbook. The "Internet Appropriate Use Violation Notice" will also be enforced the same way as if you were using school technology. Students who access and/or download inappropriate/objectionable items or send messages with vulgar, abusive, or threatening language while on the Internet shall be subject to the consequences listed in the Notice.

If a student brings a personal wireless device to school, they should check in the office and pick up a "Wireless Device Permission Form". If the student needs help filling out the form someone from the technology staff will be called to assist the student.

#### **POLICY FOR MISUSE OF TECHNOLOGY**

Students at Harlan Community High School will be exposed to state of the art technology as a result of our commitment to providing resources to create innovative, positive learning environments for all. Used properly, technology is an excellent resource and learning tool, however, some choose to take advantage of this resource to negatively impact learning for others. Activity that is destructive and damaging to the equipment or the learning process for others will not be accepted or tolerated. Students that choose to participate in the activity we have described risk being removed from the class and may take an "F" for the semester. The activities that may result in a student being removed from class include but may not be limited to:

1. Removing keys from the keyboards.
2. Altering the wiring of the computers and other technology.
3. Entering another person's directories on the network or on the hard drives.
4. Handing in work that has been completed by someone else with your name on it.
5. Purposely altering the printers so another person's work is ruined.
6. Doing something to ruin the work of other students.
7. Using unacceptable language in documents or to name files.
8. Loading games or other programs in the directories of the network or on the hard drives.
9. Violations of our "Internet use policy" located on Page 11 of the K-12 components of the handbook.

#### **DANCE RULES**

The faculty sponsors of the sponsoring organization will determine which code will be required at a specific dance. This code will be made clear to the students prior to the dance by way of the school announcements. Any deviation from the codes listed below need administrative approval prior to the dance being scheduled. Representatives of the sponsoring organization and the faculty chaperones will strictly enforce either code:

**Code A - For "Dress-Up" Affairs:**

Boys - shirts, tie, sport jacket, dress slacks or suit; sweater, sport jacket and dress slacks or suit.

Girls - Short or long dresses, slacks, pant suit, skirt and blouse or sweater outfit.

Examples: For Homecoming and Prom Dances.



### **Code B**

Boys - Clothing that meets school policy standards.

Girls - Clothing that meets school policy standards.

Examples: Dances after a game, informal dances.

### **Dance Rules:**

1. Who can come - One member of the couple must be an HCHS student to be admitted to a dance. (This shall be lifted for Homecoming if one member of the couple graduated from HCHS).
2. School rules will apply to all those in attendance.
3. Locations - School-sponsored dances will be held at the High School.
4. Time - Most dances shall end by twelve (12) midnight.
5. Price of D.J.- This must have approval of the Principal's Office.
6. Posters - Scotch tape must be used to hang posters and must be taken down by the end of the school day following the dance. Use Poster Pillars provided in the Study Hall – Cafeteria - Auditorium.
7. Time needed in scheduling - Organizations must schedule dances at least two weeks in advance with the Administration.
8. **Once you choose to leave, you will not be permitted to return.**
9. Sponsors - There is to be a minimum of 4 adult sponsors at each dance **unless waived by the Administration.**

### **ASSEMBLY PROGRAMS**

Students will be seated in their assigned seat for assembly programs held in the auditorium, and their sponsors will take attendance. Any student counted absent from their assigned seat may be counted truant.

### **SCHOOL PUBLICATIONS**

Official publications such as the school newspaper, yearbook and other publications created for publication at school must be submitted to the editor for approval prior to distribution. School and other publications which are obscene, libelous, or slanderous shall not be expressed, published or distributed in any official school publication. Materials which encourage students to commit unlawful acts, violate lawful school regulations, or could cause the material and substantial disruption of the orderly operation of the school shall not be expressed, published, or distributed in any official school publication.

The District's policy is to allow the publication, expression, and distribution of material without prior restraint in any official school publication where those materials do not violate the standards as set forth in this policy.

Opinions and other articles published in an official school publication are not an expression of school policy. District employees, officers, directors, and agents can not be held civilly or criminally liable for any expression made or published by students unless the school employee, officer, director, or agent interfered with or altered the content of the student's speech or expression; and then liability may only be imposed to the extent of the interference or alteration of that speech or expression.

### **PLAYING CARDS AND OTHER GAMES**

Students will refrain from playing cards and other games during the school day.

### **ACCEPTING DELIVERIES FROM OUTSIDE AGENCIES**

Student deliveries to the High School by outside agencies will be discouraged. Lack of space to store the deliveries by the school and the student results in these items being carried from class to class creating distractions to the learning environment. These items are also carried onto buses creating vision and climate control issues.

In order to be fair and consistent, on Valentine's Day the school will not be accepting deliveries on behalf of students. We recommend that you make arrangements for deliveries to be made to the residence of the recipient.

### **MULTICULTURAL, NONSEXIST STATEMENT**

It is the Policy of the Harlan Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status or physical disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and the Federal Rehabilitations Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. It shall be the intent of the district's curriculum to: reduce stereotyping; eliminate bias, foster respect for; and an awareness of; the rights, duties, and responsibilities of each individual of our society on the basis of sex, race, ethnic origin, or physical disability.

Inquiries regarding compliance with Title IX or Title VI may be directed to Superintendent of Schools, Harlan Community Schools, 2102 Durant Street, Harlan, IA 51537.

**TRANSPORTATION**

**BEHAVIOR EXPECTATIONS FOR SCHOOL BUS RIDERS**

Refer to K-12 Component section for guidelines.

**PEP BUSES**

Pep buses will not be taken to an activity on a school night unless it is a state sponsored activity.

Pep buses are sent to various activities based on a sufficient number of students signing up for the trip, thereby creating demand.

Pep buses will load and unload in front of the high school on the south side. Please observe normal parking regulations.

Pep bus/team bus rules are as follows:

- 1. Pep bus money will be collected in the office.
- 2. Normal talking is permitted - cheering, singing, and other noise will be saved for the ball game.
- 3. No pop, food or candy on the bus.
- 4. **All students who ride on a bus will return on the bus unless your parents request that you go home with them and are physically present at the game to notify the bus sponsor. (This rule also applies to the player bus.)**
- 5. The supervisor of the bus is the assigned teacher sponsor/bus driver. The teacher/bus driver will be responsible for pep bus student behavior on the bus and at the game. It is their duty to report student infractions to the Administration.

**FIELD TRIPS**

The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the students participation in a field trip or excursion outside of the school district. Written parental permission will not be solicited for field trips and excursions within the district.

**OFFICE AND GUIDANCE SERVICES**

**REPORT CARDS**

Report cards are issued every nine weeks. At the end of the first nine weeks and the third nine weeks, your parents are requested to meet with your faculty representatives to discuss your achievement and future program.

### HONOR ROLL

Students receiving a 3.000 grade point average will be recognized on the honor roll. Harlan Community High School recognizes students quarterly (quarterly honor roll) and at the end of each semester (semester honor roll). Grade point averages are determined according to the following scale:

A	4.000	B-	2.667	D+	1.333
A-	3.667	C+	2.333	D	1.000
B+	3.333	C	2.000	D-	.667
B	3.000	C-	1.667	F	.000

### ACADEMIC LETTER

Harlan Community High School wishes to recognize students who have demonstrated outstanding academic achievement during their high school career. Students who have maintained a 3.000 grade point average over three consecutive semesters will be recognized with an academic letter (H) and lamp of knowledge pin. Those students who consistently perform at or above a 3.000 grade point average will be awarded gold bars for each semester that standard is met. Additional information is available in the guidance and principal offices of the high school.

Academic Letter Criteria:

1. GPA of 3.000 earned at HCHS in three consecutive semesters
2. Students must be enrolled in 5 credits (exception: students involved in a work program where they are also in band, vocal, or athletics and it is impossible to take five credits will be allowed to be enrolled in only 4 credits).
3. Students who qualify will be awarded a letter (same as the athletic letter) and a lamp of knowledge pin to wear on their letter which will be awarded at the Awards Night Program in the spring.
4. Students who have already qualified for an athletic letter will be awarded a lamp of knowledge pin to wear on their athletic letter.
5. Students who continue to record a 3.000 on semester grades after they have received their academic letter will receive a bar to place below their lamp of knowledge pin for each additional semester that they qualify.
6. At the end of their senior year, students who have been awarded academic letters and have maintained an overall GPA of 3.000 or above will receive an academic plaque.

### MISSING EXAMINATIONS

Students who miss an examination must take their examination before they can receive credit in the course.

### NUMBER OF SUBJECTS

Students must schedule no more than two study halls per day

### CREDIT REQUIREMENT

1. Students must earn a minimum of 5 credits per semester for at least six semesters if not earning any activity credits.
2. Students must have 44 credits (including Physical Education unless waived) to graduate from Harlan Community High School. A minimum of 40 academic credits are required out of the total 44 credits required for graduation. (4 credits may be activity or supplemental credits.)
3. An early graduate must have earned 44 credits. (40 of these credits must be academic.)
4. The following credits are required for graduation:

Math	4 credits/2 years
Science	4 credits/2 years
Language Arts	6 credits/3 years
Social Science	5 credits/2.5 years
Keyboarding	1 credit/1 semester (requirement can be met at the Middle School level)
Physical Education	Each semester enrolled unless waived by the Administration

Students must select 3 credits from any two of the following areas:  
Vocational Agriculture, Business Education, Industrial Technology, Family and Consumer Science, or Fine Arts (art, band, chorus)

6. To apply for the Iowa Western Community College Vocational Programs a candidate must have 36 credits at the conclusion of their junior year.
7. All Harlan Community School students will meet the district graduation requirement of reading at the eighth grade level unless otherwise stated on the student's IEP. The district reading requirements can be met only if you are in the 7<sup>th</sup> grade or above.
8. Partial credits (activity credits or supplemental) will be extended on the following basis:

A fraction of a credit (non-academic or supplemental) will be granted for annual participation in the classes and activities listed in the following section:

<b>Fraction of Credit for Annual Participation</b>	
Band .....	1/2
Baseball .....	1/4
Basketball .....	1/4
Business Professionals of America .....	1/8
Cheerleader .....	1/4
Chorus .....	1/2
Cross Country .....	1/4
Destination Imagination .....	1/2
Drivers Education .....	1/2
Football .....	1/4
Future Farmers of America .....	1/8
Golf .....	1/4
Individual Speech .....	1/4
Jazz Band .....	1/2
Large Group Speech .....	1/4
Learning Center .....	1/2
Musical .....	1/4
Physical Education .....	1/2
Pom Pon .....	1/4
School Play .....	1/4
Show Choir .....	1/4
Soccer .....	1/4
Softball .....	1/4
Student Council .....	1/4
Tennis .....	1/4
Track .....	1/4
Volleyball .....	1/4
Wrestling .....	1/4

#### **EARLY GRADUATION POLICY**

Students may graduate prior to the completion of grade twelve if the course work required for graduation has been fulfilled. In such cases and after formally requesting to graduate early by submitting a letter to the principal, the student must have the approval of the board and a recommendation by the superintendent and the principal.

#### **PHYSICAL EDUCATION REQUIRED**

All physically able students shall be required to participate in physical education activities for a minimum of one-eighth unit during each semester they are enrolled except as follows:

- A. A twelfth grade student may be excused from the physical education requirements (for one semester per Department of Education Ruling) by the administration if the parent or guardian of the student requests in writing that the student be excused from the physical education requirement. A student who wishes to be excused from the physical education requirement must be seeking to be excused for one of the following reasons:
  1. to enroll in academic courses not otherwise available to the student;
  2. to participate in a cooperative or work-study, or other educational program authorized by

the school district which requires the student's absence from the school premises during the school day.

3. to participate in an organized and supervised athletic program which requires at least as much time of participation per week as one-fourth unit of physical education.

- B. Students in grades nine through eleven may be excused from the physical education requirement (for one semester per Department of Education Ruling) in order to enroll in academic courses not otherwise available.
- C. A student in grades nine through eleven may be excused by the principal, in consultation with the student's counselor, for up to one semester, or the equivalent of one semester, per year if the parent or guardian of the student requests in writing that the student be excused from the physical education requirement. The student seeking to be excused from the physical education requirement must, at some time during the period for which the excuse is sought, be a participant in an organized and supervised athletic program which requires at least as much time of participation per week as one-fourth unit of physical education.
- D. A student is not required to enroll in physical education classes if the pupil's parent or guardian files a written statement with the school principal that the course conflicts with the student's religious belief.

### **PHYSICAL EDUCATION REGULATIONS**

#### **Absences from High School Physical Education Classes:**

1. A student is allowed to miss two classes per quarter, with no make up requirements, for any of the following reasons:
  - school activities out of the building (FFA, Band trip, athletics, etc.)
  - illness, in or out of school
  - doctor and dentist appointments
  - vacation with parent(s)
  - family events in conflict with school hours - wedding, graduation, funeral
  - College visit with parent(s)
2. No student shall be required to make up physical education classes missed when absent from school due to hospitalization, recuperation from surgery, serious injury, or extended illness. Upon return to school, the student shall be provided with adaptive or alternate activities until the doctor releases the student to fully participate.
3. During the last week of each semester, the Physical Education teachers may provide as many as four days for make up opportunities. Students not needing to make up classes may either participate in P.E. or sit and study for other finals. Other days during the school year may be designated as eligible make up days as well, e.g., the day of the Fine Arts Festival.
4. When a student misses a day on which there is a culminating test of skills and/or knowledge, the test must be made up. The test may be made up by arrangement with the teacher, either in the student's next regularly scheduled P.E. class, or at an alternate time as arranged with the teacher.

#### **Waivers:**

1. All waivers will be for one semester and must be requested by the end of the one-week drop/add period.
2. Students in grades 9-11 can waive out of physical education for a maximum of one semester provided the students meets one of the criteria listed above.
3. Students in grade 12 can waive out of physical education for both semesters by combining the waivers listed above.

#### **Athletic Waivers:**

1. A student who participates in interscholastic athletics may elect to take his/her waiver from Physical Education as follows:
  - a. Students who participate in one sport, or two consecutive sports, may opt out of P.E. for the semester most impacted; if participating only in a winter sport, the student may select either semester to be waived;
  - b. Fall and Spring sport participants may select either semester to be waived.
  - c. Baseball and softball do not qualify for an athletic waiver;
  - d. If a one-sport participant opts for an athletic waiver but does not go out for the sport, or quits during the season, the High School Administration shall prescribe the course of action to be taken on a case-by-case basis.

### **DROPPING AND ADDING CLASSES**

Students at Harlan Community High School will have one (1) week to drop and add a class and this period will end with the fifth day of a new semester. Students will be required to meet with a class or an activity for a minimum of 6 periods a day. Students

who schedule more than 6 classes per day may drop a class(es) without penalty within the first twelve weeks of a semester. (Note: students must maintain a schedule where classes and activities fill six periods per day.

### **STUDENT RECORDS ACCESS**

Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education. Parents of an eligible student shall be provided access to the student records only with the written permission of the eligible student unless the eligible student is defined by the Internal Revenue Code as a dependent, in which case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's student records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records.

Parents and eligible students shall have a right to access the student's records upon request without unnecessary delay. Parents, an eligible student, or an authorized representative shall have the right to access the student's records prior to an Individual Education Program (IEP) meeting or hearing.

Copies of student records will only be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon request of parents or an eligible student, the school district shall provide an explanation and interpretation of the student records and a list of the types and locations of student records collected, maintained or used. If the parents, or an eligible student believes that the information in the student record is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. If the school district determines an amendment shall be made to the student record, the school district shall make the amendment and inform the parents or the eligible student of the decision in writing.

School district personnel shall be informed annually about their rights and about parents' rights to access student records and the procedure for doing so under this policy. Parents and eligible students shall also be notified annually of their right to inspect and review the student's records. The notice shall include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints shall be forwarded to Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

If the school district determines the amendment of the student's record is not appropriate; it shall inform the parents or the eligible student of their right to a hearing before the school district. If the parents' and the eligible student's requests to amend the student record is further denied, the parents or the eligible student shall have the opportunity to place an explanatory letter in the student record commenting on the district's decision and setting forth the reasoning for disagreeing with the school district. Additions to the student's records shall become a part of the student record and be maintained like other student records. If the school district discloses the records, the explanation by the parents shall also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials with the school district whom the superintendent has determined have a legitimate educational interest;
- to officials of another school district in which the student wishes to enroll;
- to the U.S. Comptroller General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;

- to comply with a court order or judicially issued subpoena;
- in connection with a health or safety emergency; or
- as directory information.

Individuals not listed are not allowed access without parental or an eligible student's written permission. Building principals or persons designated by principals to maintain student records shall keep a list of persons, agencies, or organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records shall be maintained without time limitation, and shall be kept in a fire-safe vault.

#### STUDENT INSURANCE

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office.

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance, should contact their coach.

#### WRITING ASSESSMENT

The District administers a writing assessment every year to students in grades 9-11. The writing assessment affords us the opportunity to judge each student's writing skills against a standard that has been developed for the Harlan Community School District. A student must score a two (2) or above in order to retain personal choices regarding course selection. If a student scores below a two (2) as a sophomore and/or junior, the student will select from the options listed at the bottom of the standard.

### DISTRICT WRITING ASSESSMENT REPORT TO HIGH SCHOOL PARENTS

**Your student\_\_\_\_\_received the score of \_\_\_\_\_ on the District Writing Assessment.**

A writing assessment is given the first week in February to all of the high school students in grades 9<sup>th</sup> through 11<sup>th</sup>. A writing standard is used to rate the quality of your student's writing. Scoring is based upon the following four-point focused scale:

#### Grades 9 – 11 District Writing Standard

- 4      Excellent**
- Has strong sense of focus
  - Flows logically and smoothly from beginning to end
  - Uses vivid, supportive details which moves the reader through the piece
  - Is error-free
  - Uses variety in sentence structure and sentence beginnings
  - Is characterized by a distinctive and compelling voice
- 3      Good**
- has clear sense of focus

- flows logically from beginning to end
- uses clear supportive details
- is generally free of mechanical errors
- uses variety in sentence structure
- is characterized by an emerging, natural voice

**2 Fair**

- has limited focus
- flows reasonably well from beginning to end
- includes trite, ordinary supporting details
- contains some mechanical errors which do not detract from content
- uses simple and compound sentences
- is characterized by sincerity, but has little personality

**1 Weak**

- has no clear focus
- is confusing or difficult to follow
- lacks sufficient supporting details
- contains mechanical errors which detract from content
- contains many fragments and/or run on sentences
- is characterized by lack of feeling or attitude

**U Unscorable**

- illegible
- blank
- not written in English
- inadequate attempt to respond to prompt
- not turned in

**If a student in 10<sup>th</sup> grade scores below a 2, it is recommended that as a junior you will be required to do one of the following: 1) pass the ASSET test, 2) take and pass creative writing, and /or 3) pass the 11<sup>th</sup> grade writing assessment. Seniors who fail to meet one of the three options for juniors will do one of the following: 1) take creative writing or 2) take 12<sup>th</sup> grade basic English. It is recommended that the high school reading class also include writing in the curriculum.**

## **ACADEMIC INTERVENTIONS/ SUPPORTS**

The staff and administration at HCHS are committed to providing an atmosphere of academic rigor designed to prepare our students to be life long learners and productive citizens. Consistent with an expectation of academic excellence is an attitude of academic support. When students need academic support, we have a variety of options designed to improve academic success. The following academic interventions/supports are being utilized at the High School to ensure the academic success of all students.

**Tutoring:** This option is available to any student in the building. If a student is experiencing difficulty in one or more content areas and requests a tutor, Mrs. Rasmussen, guidance, will arrange for the struggling student to work with a student who is successful in those content areas during a study hall. This option is sometimes recommended when not requested by students who are experiencing academic issues.



**Reconnecting Youth (RY):** This program is intended to re-engage students through a curriculum designed to help students identify barriers to their learning and success and set goals to remove those barriers. The class is one semester. Grades, attendance, and goals are monitored throughout the semester with frequent parent contact. Students and parents must agree to placement in the class. Students receive an academic credit for the class, but the grade does not count toward their GPA.

**Student/Teacher Assistance Team (STAT):** The Student/Teacher Assistance Team is a group that meets regularly to develop and implement strategies on an individual basis for students with academic issues. The group consists of a guidance counselor, administrator, interventionist, and the student's classroom teachers. Depending on the reason for the referral, the student and the parent could be involved in the initial meeting or involved at a later date.

**Independent/Guided Learning Centers:** Independent learning centers are available to students who need a place to work and have access to staff. These centers are located between rooms 115-116 and in the library. Guided learning centers have an adult supervisor in the room or in close proximity. These centers include the guidance center and the office of the interventionist.

**Teacher Guided Study Sessions:** Some staff provide opportunities outside regular school hours for students to gather and prepare for an upcoming test. Students who choose to participate have access to the teacher and to peers.

**Guided Study Hall:** Students who fall into the "D" range, not proficient, or are failing will be assigned to guided study hall. Students who have a D+ will receive a notice indicating a placement in guided study hall if their grade drops to a D. Students assigned to guided study hall will work in the content area that resulted in their placement. Adult supervision will be provided and tutoring will be available. Once a student's grade is a C- or above, the student can elect to go back to large study hall. Students in guided study hall will not have sign out privileges to the library unless it is necessary to complete work. Office and guidance passes are not available to students in guided study hall unless the pass originates from one of these offices. Guided study hall is intended to provide intensive assistance to all students experiencing academic difficulty in any content area.

**High School Transition (Prime Time):** High school transition is a program designed to support freshmen and sophomores during their first two years of high school. Students will be assigned to a teacher with whom they will meet on a biweekly basis. The student teacher ratio will be 15/1 or lower. Throughout the school year, the students will be exposed to and discussing a variety of topics related to the high school experience and the expectations that accompany moving to the high school level. The teacher will closely monitor grades and attendance for the students assigned to them and provided guidance in these areas when necessary. The teacher will correspond with parents throughout the year and nurture a partnership to ensure the success of their student.

**Section 504 Plans:** Students with a physical or mental impairment may qualify for services under a Section 504 Plan. Services can vary depending on the conditions of the disability, but services are designed to eliminate barriers to academic success.

**Individual Education Plans (IEP):** Students on an IEP are qualified through a battery of assessments designed to ascertain the barriers to learning. Once a student is qualified, services are provided by professionally certified staff in individual and small group settings. In every case, goals are identified and monitored on a quarterly basis and the results are shared with parents.

**I-Plan:** Students who experience academic issues on an ongoing basis and have not previously been identified (IEP), may be placed on an I-Plan. When placed on an I-Plan, the student becomes eligible for many of the services/supports and modifications available to students on an IEP.

**Competency Classes:** These classes are designed to provide the student with a low teacher/student ratio to maximize one-on-one time. Students are assigned to these classes based on previous academic performance.

**Individual Student Conferences:** These conferences are based on need and may vary from one scheduled conference per year to regularly scheduled conferences on a weekly basis. In the most intense environment, the counselor/interventionist/administrator will problem-solve academic issues with the student and develop strategies to address the issues. The counselor will assist with implementation of the strategies and, in many cases, serve as a liaison between the student and their teachers.

**Teacher Led Tutoring Sessions:** Many high school teachers arrive early and stay late to avail themselves to students for individual and small group tutoring. In addition, many teachers will give up their preparation period to help students who have a study hall at the time. The student needs to approach the classroom teacher regarding the teacher's availability for tutoring.

**Study Table:** Students participating in school activities and have a grade of "D" or below on the weekly eligibility list will be assigned to study table which meets from 7:00 – 8:00 a.m. and from 3:35 - 4:35 p.m. on Tuesdays, Wednesdays, and Thursdays. The time a student spends in study table is to be used to complete homework, study for tests, etc.

## REGULATIONS

### RULES AND LEGAL RESPONSIBILITIES

#### INTRODUCTION

All successful organizations must have some form of structure to give it direction so as to achieve its goals. The goal of Harlan Community High School is to provide for you the best educational opportunities possible. Therefore, it is necessary to have certain rules and regulations to provide what we believe to be a good learning climate. You will find the rules and regulations have been held to a minimum and are reasonable, fair, and for the benefit of all. When circumstances merit, the Harlan Community High School Administration reserves the right to deviate from listed consequences.

#### DETENTION

Detention will be held Monday, Tuesday, Wednesday, and Thursday from 3:40-4:30 p.m. and as arranged by the administration. Students may be assigned to report to detention after school for work or class time missed or for misbehavior. Students will be under the supervision of an adult. Students will be expected to bring school materials for work or reading. When in detention, students will be expected to be on task, and refrain from visiting with others, eating, drinking and sleeping. Students **can only be excused from detention by the administration and only if the conflict can be verified**. An unexcused absence from detention could result in additional detentions being assigned. Students reporting late for detention will have an additional detention.

Students assigned one (1) detention will have two (2) days to serve the detention and if assigned two (2) detentions the student will have three (3) days to serve the detentions unless otherwise arranged with the administration. Multiple detentions will be served on consecutive days. Students will be responsible for arranging for transportation on days when detention is being served.

#### SUSPENSION

Any student receiving an out-of-school suspension will be expected to submit all homework that was assigned prior to and during the suspension upon returning to school. Students can obtain their assignments by emailing teachers, accessing PowerSchool, or by calling the High School Principal's office. Make-up tests will be given on the day the student returns to school or as arranged with your teachers on the day of return. Work not submitted on the day of a student's return to school will receive **no credit**.

#### DISPLAY OF AFFECTION

Anything beyond the holding of hands will not be permitted. Violations of this policy will result in the following consequences.

1. Detentions
2. Removal from class
3. Suspension

#### NO SKIP DAY

Harlan Community High School does not authorize a student skip day. Any student participating in a "skip day" will be considered truant. Student safety is our primary concern.

#### **ATTENDANCE**

Reporting to class on time and being in regular attendance are disciplines that contribute to a student's academic success. Due to this correlation, students will be encouraged to be in class on time and for the entire period. Students missing more than **15 minutes** of a class will be counted absent. This absence would apply toward the eight absences mentioned in the Attendance Policy on page 6. This policy does not apply to student absences as a result of participation in school sponsored activities.

#### **TRUANCY**

(Failure to attend school without reasonable excuse for the absence.) If a student is not under the supervision of a member of the faculty or an administrator and is not in class the student is truant.

1st Offense - 2 detentions for each period, or portion missed up to a maximum of 8; parental notification.

2nd Offense - 2-day Saturday in-school suspension; parental conference and board notification.

3rd Offense or more - Will result in a 3-day Saturday In-school suspension. A parent, student, administrative conference will be held to assess the student's school status.

#### **UNEXCUSED ABSENCES**

Any student absent due to a reason deemed unexcused by the office is subject to corrective action as follows:

1st offense - 1 detention for each period missed up to a maximum of 6; parent notification.

2nd offense - 1 Saturday-in-School suspension; parent notification

3rd offense or more - 2 Saturday-in-School suspensions; parent, student, administrator conference will be held to assess the student's school status.

#### **TARDINESS**

Tardiness causes class disruption once the period has started. Teachers are asked to make allowances for students who come into the classroom as the tardy bell rings and give them reasonable time to proceed to their seats. Immediately after the bell has rung and the teacher begins class, a student is tardy if they are yet to come through the door. If a tardy student does not have a bonafide corridor pass, he/she is unexcused. It is the teacher's responsibility to record all unexcused tardies and assign detentions for those tardies. If Saturday-in-School is the consequence, it is the teacher's responsibility to refer the student to the office.

A student should have a corridor pass in their possession when moving from one room to another location during class time. The penalty for unexcused tardies to a class or study hall is as follows (teachers are responsible for assigning detentions for tardies or referring students to the office if Saturday-in School is the consequence.)

2<sup>nd</sup> Unexcused tardy - 1 hour of detention

3<sup>rd</sup> Unexcused tardy - 2 hours of detention

4<sup>th</sup> Unexcused tardy - 1 day Saturday in school suspension (parental and board notification)

5<sup>th</sup> Unexcused tardy - 2-day Saturday in school suspension (parent and board notification and a parent conference).

6th or more Unexcused tardy - 3-day Saturday in school suspension. (parent and board notification and a parent conference)

These consequences are enforced on a per semester basis. Tardies accumulate on a "per class" basis.

#### **FIGHTING**

The school will not be an arena for fighting. Any student choosing to resolve problems by fighting is risking serious injury to themselves and others. We will not condone this type of behavior. Any student who becomes physically involved with another student on school property will be subject to the following consequence:

1st offense - Once participation levels have been determined, those involved will be given 1 to 3 Saturday-in-school suspensions.

2nd offense - Student will be given a 3 - 5 day out of school suspension with readmission contingent upon a parent, student, administrator conference to develop a contract defining parameters of reinstatement.

Severe Clause - If the situation dictates, immediate suspension will occur. A conference with parents and student will be scheduled to best determine the educational options available.

### ACTS OF A CRIMINAL NATURE

Students who commit acts of a criminal nature at school may be immediately suspended from school with possible referral to the Board of Education for expulsion. These consequences may be imposed upon admission by the student, or when, after a hearing before the administration, it is believed to be more likely than not, that the student is guilty of a criminal act. Examples would include, but would not be limited to, an assault on an adult in the building or on school property, carrying a weapon or explosives, or maliciously destroying school property and/or equipment.

Please refer to the following sections of the K-12 component (yellow section in the back of the handbook) for further clarification:

- Illegal items found in school or in student's possession
- Threats

Acts of a criminal nature will be reported to local law enforcement authorities when appropriate.

### VIOLENT OR THREATENING BEHAVIOR

See K-12 component

### ACADEMIC INTEGRITY

In education, where performance is a reflection of ability, academic integrity and honesty is essential. In order to meet the demands of work, society, and the future each student must identify their own strengths and weaknesses in order to best prepare themselves for the choices and challenges of the 21st century.

Level 1 - Copying in the classroom, allowing someone else to copy your work, or use of crib notes.

1st offense - each teacher will deal with this at the classroom level and file a report with the office.

2nd offense - go to level 2 - 1st offense

Level 2 - Theft of a test from a classroom or teacher work station or use of a stolen document

1st offense - The student(s) will receive a zero for the test or work and assigned one to three Saturday-in-School suspensions.(Immediate referral to the office)

2nd offense - The student will be removed from the class with loss of credit.

### LEAVING BUILDING DURING SCHOOL HOURS

Any student that must leave the building during school hours must secure permission from the principal's office and must sign out in the office area. Students are not to be outside of the building between classes, during lunch, or during study halls without clearance from the principal's office. Failure to do the above will result in the following consequences.

1st Offense - 1 hour detention; parental notification.

2nd Offense - 1 day Saturday in school suspension (parental and board notification)

3rd Offense (or more) - 2 day Saturday in school suspension (parental and board notification)

### TOBACCO

Student smoking or in possession of smoking material or chewing tobacco in the school building or on any school premises is prohibited. Tobacco violations will be reported to local law enforcement authorities.

**1st offense** - will result in a Saturday in-school suspension for one day and a parental and board notification. In addition, any student under the age of 18 will be ticketed by local law enforcement in the amount of \$50 for a 1<sup>st</sup> offense.

**2nd offense** - will result in a 3-day Saturday in-school suspension, parental and board notification and parental conference. In addition, any student under the age of 18 will be ticketed by local law enforcement in the amount of \$100 for a 2nd offense.

**3rd offense** - will result in a 5-day out of school suspension. Before being reinstated a parent, student, administrative conference will be held. In addition, any student under the age of 18 will be ticketed by local law enforcement in the amount of \$250 for a 3rd offense.

### **ALCOHOL - DRUGS (CONTROLLED SUBSTANCE)**

Any student possessing drug paraphernalia, or found in possession of, under the influence of, or using alcoholic beverages or drugs on school property will immediately receive a 3-5 day out-of-school suspension which may be extended pending a board hearing. All school board members will be notified of the infraction and the student's return to school following the suspension will be pending the results of the investigation.

For further information, refer to page 6 of the K-12 components. Any alcohol and drug related offenses will be reported to local law enforcement authorities when appropriate.

### **POTENTIALLY DANGEROUS ACTS**

Any action that could be considered dangerous to the well being of the student, and/or the school is prohibited. Examples include, but are not limited to, huffing, over consumption of cough medicine, use of look-a-like chemicals, etc. If a student is in possession of, or using, potentially dangerous contraband on school grounds or transportation, the following disciplinary actions will result.

1st offense: 3 day out-of-school suspension and parental/guardian conference.

2nd offense: 5 day out-of-school suspension; re-entry parental/guardian conference; recommendation for counseling and/or drug evaluation.

3rd offense: immediate out-of-school suspension pending a Board hearing.

### **STUDENT PARKING AND CAR REGULATION**

Student parking is reserved to the north and south parking lots in designated areas.

Parking immediately north of the kitchen area is reserved for school employees.

During football season, only those students in after-school activities should park in the first two rows of the north parking lot. The band uses the north lot for marching band practice.

At no time should cars block or be in hindrance to through traffic from either entrance to the parking lots. Always park in designated, paved parking spaces.

Students parking in areas other than those as designated above between the hours of 7:30 in the morning until 4:00 in the afternoon will be in violation of the parking regulations.

Improper parking or parking in a restricted area may result in the following consequences:

- 1st offense - warning
- 2nd offense - student not allowed to park on school grounds for one week
- 3rd offense - student not allowed to park on school grounds for two weeks
- 4th offense - review of parking privileges by administration

**UNDER NO CIRCUMSTANCES ARE STUDENTS TO BE IN A VEHICLE FOR ANY REASON AT ANY TIME WITHOUT PERMISSION FROM THE PRINCIPAL'S OFFICE. BOTH PARKING LOTS ARE "OFF LIMITS" TO ALL STUDENTS FROM 8:15 A.M. TO 3:29 P.M., UNLESS PERMISSION IS GRANTED FROM THE PRINCIPAL'S OFFICE.**

No student or students will be allowed to be in or drive any vehicle during their lunch period unless the student is in Multi Occupations, and returning from or going to work, on open campus or has had permission to leave from the Principal's Office.

Students are expected to follow all traffic laws while on school grounds and keep music at levels that are inaudible outside their vehicles. Students who fail to obey traffic laws may be subject to fines by local law enforcement agencies.

### **DAMAGE AND THEFT OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS**

The theft or defacing of school property or the property of others is prohibited. Driving any motor vehicle on unauthorized areas of the school grounds is also prohibited. The cost of repair or replacement must be paid by the guilty person(s). Remember, your tax dollars pay for the building and equipment. Local law enforcement may be notified when appropriate.

A violation can result in one or more of the following consequences:

1. Detention(s)
2. Removal from class
3. Suspension
4. Possible expulsion

<b>DISOBEDIENCE - VULGARITY - PROFANITY</b>
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Any disrespectful conduct by a student can result in one, or a combination of, the following consequences:

1. Detention(s)
2. Removal from class
3. Suspension
4. Possible expulsion

<b>LYING, INSUBORDINATION, INSOLENT</b>
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Any student who refuses to obey a school rule or regulation, a reasonable request of a school official, is arrogant to an official in speech or conduct, or presents a school official with a fraudulent pass or information, is subject to one or a combination of the following consequences:

1. Detention (s)
2. Removal from class
3. Suspension
4. Possible expulsion

<b>ALTERNATIVE TO OUT-OF-SCHOOL SUSPENSIONS</b>
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**Saturday Suspension**

1. Saturday sessions will be held for students that require disciplinary action which is severe enough for a suspension. The students will serve the number of Saturdays it takes to equal the length of the suspension that is given. Saturday sessions will be held from 8:00 a.m. to 11:30 a.m. This will equal 1 day of suspension.
2. The students will work on classroom assignments during each session. They will be working under the supervision of a regular classroom teacher who can provide tutoring if needed. All work and books will be brought at the beginning of the session.
3. The Saturdays will run consecutively until the suspension is completed. Exceptions - Saturdays that are included in vacation periods.
4. Supervising teachers for this program will be selected from the regular faculty on a voluntary basis.
5. One short break period will be allowed for students to go to the restrooms.
6. Students or parents will be responsible for bringing and picking students up from Saturday classes.
7. Parents will receive letters informing them of when the student is scheduled to serve the in school suspension.
8. The option will still be given to the school administrator to remove a student from the school setting if they feel it is necessary. For suspension longer than 5 days, a combination of out of school suspension and Saturday suspension may be used.
9. If a student assigned to a Saturday suspension session does not show up, the student will be required to complete the original period of suspension, plus one additional Saturday.
10. If, on a second occasion, a student misses a Saturday suspension session, the student may receive an out of school suspension, be required to complete the original period of suspension, and will receive an additional Saturday session.
11. If a student misses a Saturday suspension session on a third occasion, the student may receive a 5-day out of school suspension and a conference will be scheduled with parents, student and the associate principal before readmission is granted.

**In-School Suspension**

A student may be assigned to an in-school suspension at the discretion of administration as an alternative to an out-of-school suspension. Expectations for in-school suspension will be established at the time the suspension is assigned.

<b>DUE PROCESS</b>
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Students are afforded procedural due process in all disciplinary actions. At a minimum this means the right to notice of charges against them and the right to present their side of the incident to the administration.

## **EXTRA CURRICULAR ACTIVITIES PROGRAM**

<b>SCHOOL COLORS/SONG &amp; MASCOT</b>	
School Colors:	Red and Black
School Mascot:	Cyclones
School Song:	"Notre Dame Victory March"
Fight Song:	"Go U Northwestern"

<b>ACTIVITIES</b>
<p>It is hoped that every student in Harlan Community High School will take part in at least one of the activities listed. Make your choice wisely. When you become affiliated with an organization do your utmost to make that organization better because you have been a part of it. Be a working member, whether you are the last member of the football squad or the president of the Student Council.</p> <p>Don't become a member of too many clubs or groups. Too many outside activities will make your academic work suffer. If your grades begin to drop because of outside activities, budget your time more carefully and improve your grades or give up the activity.</p>

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<b>ELIGIBILITY FOR ACTIVITIES</b>
<p>If you are not in school on the day in which a school activity is held that night, you will not be permitted to take part in that activity without special permission from school administration.</p> <p>Rules and regulations pertaining to each activity are on file with the sponsor of each of the various activities.</p> <p>The "Good Conduct Rule" applies to all extra-curricular activities.</p>

<b>ACADEMIC ELIGIBILITY STANDARDS</b>
<p>The opportunity to participate in extracurricular activities is extended as a privilege to students attending Harlan Community Schools. To retain academic eligibility for participation in the activities we offer, students must be full time students and maintain acceptable levels of performance in the classroom. Failing grades are not acceptable and will result in the following interventions.</p> <p>Beginning on the Tuesday following Labor Day, each student's academic performance will be monitored on a weekly basis to determine eligibility for co-curricular participation. The office will run a report from PowerSchool listing all students who have a failing grade in an academic class. From this report, students will fall into one of the following categories:</p> <ul style="list-style-type: none"><li><b>I. Student has passing grades in all classes:</b><p>The student is academically eligible for all co-curricular activities.</p></li><li><b>II. Student has one failing grade:</b><p>When a student appears on the list for the first time, parents will be notified of their student's status and a copy of the policy will be included in the mailing.</p></li></ul>

The student can maintain his/her eligibility by meeting the following criteria:

- A. The student will be assigned to study table for the week. The student **must attend three (3) study tables**. Study table meets on Tuesdays, Wednesdays, and Thursdays from 7:00 – 8:00 a.m. and 3:35 – 4:35 p.m. This criterion will apply to the first week and provided s/he attends three study tables, the student will maintain eligibility for the week.
- B. If at the end of one (1) week the student has not removed the “F” or shown improvement in the GPA at the bottom of the PowerSchool page, the student will be ineligible to compete/perform for the next week. In addition, the student will be required to attend three (3) study tables each week during his/her ineligibility. Eligibility will be reinstated once the “F” is removed or GPA improves and regular attendance (3 times/week) at study table has been maintained. Failure to attend required study tables will result in the student being ineligible to compete the following week.
- C. If a student’s name appears on the failing list for 3 consecutive times, eligibility can be reinstated for the following week provided the student and his/her parents meet with the administration and submit a plan for remediation. The plan duration can’t be for more than two weeks at which time all grades must be passing to maintain/reinstate eligibility. During the ineligibility period, regular attendance (3 days/week) at study table will be required. If the “F” persists at the end of the two-week plan period, the student will be ineligible to participate until all grades are passing. The administration will contribute a list of students who are willing to tutor in a variety of content areas to those students and parents submitting a plan.

### **III. Student has more than one failing grade:**

- A. The student is ineligible to compete/perform until s/he has no more than one failing grade in an academic class and meets the expectations for students who have one failing grade including regular attendance at study table.
- B. If a student has been ineligible (withheld from competition) for 2 consecutive weeks, the student and his/her parents will meet with the administration and submit a plan for remediation. The plan duration can’t be for more than two weeks at which time all grades must be passing to reinstate eligibility. During the ineligibility period, regular attendance (3 days/week) at study table will be required. If the one or more failing grades persist at the end of the two-week plan period, the student will be ineligible until all grades are passing. The administration will contribute a list of students who are willing to tutor in a variety of content areas to those students and parents submitting a plan.

### **IV. End of a Semester**

- A. If at the end of the first semester a student has **an “F”** for a semester grade in an academic class, the student will be ineligible (withheld from competition) for 20 consecutive school days from the sport or next sport in which the student is a bona fide contestant. (For purposes of this rule, a “bona fide contestant” means a student who presently is or previously has competed in the interscholastic athletic activity to which the student’s period of ineligibility herein applies.) The ineligibility period will begin on the first day after final grades are issued. (By definition, a final grade at HCHS is the semester grade earned at the end of each semester.) If a student is not a winter sport participant, the period of ineligibility will carry over to the next sport in which the student is a bona fide contestant. (**Exception:** The ineligibility period for baseball and softball contestants will be four (4) consecutive weeks from the first date of competition in lieu of 20 consecutive school days.)

If the student failed a class and is not participating in a sport when final grades are determined, the 20 day ineligibility period will carry over to the next sport in which the student is a bona fide contestant and the **ineligibility period will begin with the first date of competition.**



**The 20 day ineligibility period will apply to all activities and organizations falling under the “Good Conduct Rule” with the exception of music and speech. The ineligibility period at the end of a semester will be 30 school days for students in music and speech.**

Grade 9: A contestant is a bona fide contestant in each activity in which they participate as a freshman.

Grades 10-12: A contestant who participates in a sport for the first time as a 10<sup>th</sup>-12<sup>th</sup> grader is not a bona fide contestant in that sport.

A student who drops out or is dismissed from a sport team before the end of the season is not a bona fide contestant.

If a student elects to not participate in athletic activities for a period of time and was determined to be academically ineligible at the end of a final grading period two or more semesters removed, the look back period is one full academic year to determine academic eligibility status.

Reinstatement for students meeting or exceeding our eligibility standards will occur on Monday of the following week.

## **V. To begin 2<sup>nd</sup> Semester**

A. To begin the second semester, the first eligibility report will be run on the third Monday of January.

### **ACTIVITY TICKETS**

In order to allow students an opportunity to attend the various activities of the school the activity ticket plan is used. The ticket will admit students to all scheduled activities hosted by Harlan Community School. Activity tickets will not be honored for benefit programs, or state sponsored events, such as tournaments, etc. Students are required to show their activity ticket for admission to the various activities. If you should lose your activity ticket, a new one should be purchased in the office for \$2.00. Activity tickets are only good for activities in Harlan. Activity tickets can be purchased for \$20.00 and are good for the entire year.

### **A BRIEF DESCRIPTION OF SOME OF THE CLUBS AND ORGANIZATIONS**

**KEY CLU B** – A service program for high school students offered by Kiwanis International, its parent organization. Key Club is a student-led organization that teaches leadership through serving others.

**FUTURE FARMERS OF AMERICA** - The Future Farmers of America was organized in 1928, in Kansas City, Missouri, where state delegates congregated each November for the National F.F.A. Convention. The F.F.A. is a national organization for students studying Vocational Agriculture in public high schools, administered by local school board under the provision of the National Vocational Education Arts.

The F.F.A. is an intra-curricular part of vocational education in agriculture. It constitutes one of the most effective devices for teaching through participating experiences. It is an educational non-political, non-profit, organization of members designed to develop agricultural leadership, character, thrift, scholarship, cooperation, citizenship and patriotism; by participating in FFA, members learn how to conduct parliamentary procedure, take part in meetings, to speak in public, and assume civic responsibility.

**NATIONAL HONOR SOCIETY** - The National Honor Society is a nationwide organization to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of secondary schools. At Harlan Community High School, the National Honor Society recognizes students who exemplify excellent records in scholarship, leadership, character, and service.

**QUILL AND SCROLL** - Quill and Scroll is the International Honorary Society for High School Journalists. It was founded at the University of Iowa in 1926 and now includes thousands of chapters located in every state of the union, in England, Canada, New Zealand, China, and Philippine Island and Virgin Islands.

Harlan has had its Quill and Scroll Chapter since 1936 and since then has held an initiation each spring.

Quill and Scroll is an international honor society for high school journalists. Members of the CYCLONE or HARPOON staff who meet the national and local requirements are invited to join this organization.

**STUDENT COUNCIL** - The Student Council is a representative organization of the student body.

**Purpose** - The purpose of this Council shall be: to promote better relations between students and faculty, to promote better school spirit in every phase of student life; academic and extra-curricular, to promote high standards of conduct and cooperation in the student body, to regulate school activities within the jurisdiction of this Council and to provide the student body with a means of expressing themselves in a democratic way, and therefore preparing themselves for their role as citizens.

**Membership** - The membership shall include elected representatives from the respective four high school classes. Members to student council will be elected by their respective class at the beginning of each school year.

Each class will select four members to represent their class on student council.

In order to qualify for student council membership, a student must meet the following qualifications:

1. Must have at least 2.00 grade point average (freshman average will be figured from their 8th grade credits).
2. Must have a record free from any serious discipline offense. (In or out of school suspensions)
3. A candidate for student council must have a petition signed by 25 of their classmates (members of their particular class).

Student mayor will automatically become president of the student council. All other student council officers will be selected from, and by, student council membership.

**STUDENT BODY PRESIDENT (or MAYOR) QUALIFICATIONS:** The Mayor must have at least a 2.50 GPA, must have a record free of any serious disciplinary offense ( In or out of school suspensions), and the candidate shall be a senior.

Each candidate for student mayor will present a 3 minute speech/video (maximum) to the entire student body prior to election. All speeches will be submitted, and cleared, by the administration prior to their presentation.

**CLASS OFFICERS AND THEIR ELECTION** - The class officers shall be president, vice-president, secretary and treasurer, all of whom shall serve in office for one academic year. Qualification: All class officers must have at least a 2.00 GPA, and officers must have a record free from any serious disciplinary offense. (In or out of school suspensions)

**THESPIANS** - The National Thespian Society and its affiliate, Troupe 159 of Harlan Community High School exists for the purpose of advancing and improving the program of dramatic arts in the secondary schools. Any regularly enrolled student in the high school who had done quality work in the field of dramatics may upon the accumulation of sufficient "points" apply for membership. The number of points needed for membership is ten and these may be earned in various ways: by actual participation in plays or by assisting with the staging of plays. An initiation is held in both the spring and the fall. Upon being initiated into the troupe, students are given a gold pin. They are then encouraged to further assist in the dramatics program of the school. By doing so they can gain more "points" toward the earnings of additional "star and wreath dangles" for their pin and also help to fulfill the purpose of the society.

**INSTRUMENTAL MUSIC** - Our aim is: "To be proud and to take pride in achieving a high level of proficiency in any challenge that we may encounter during our life."

High school "Cyclone" Marching Band, Symphony Band, Jazz Band, Pep Band, Ensembles and Solos. All students must participate in the "Cyclone Marching Band" before they may participate in the Symphony Band. (Athletes are excluded when they dress for varsity games.) Students wishing to take part in Jazz Band, Pep Band, Ensembles or Solos must be a member of the Symphony Band.

**VOCAL MUSIC - CONCERT CHOIRS** are large groups that provide challenging singing opportunities for the singer. Concert Choirs will perform at four major concerts each year, at state contest, and at other special performances.

**SHOW CHOIR** is a group of singers who will specialize in popular music. The group will do choreography with most of their numbers and will perform at many school and community functions. Members are auditioned from the membership of Concert Choir and the student body.

**VOCAL ENSEMBLES** - The vocal ensembles include girls' trio, girls' quartet, girls' madrigal group, sextet, boys' quartet, boys' octet, mixed duet, mixed quartet, mixed octet. Those who participate in ensembles work independently and learn stage presence and poise by performing before community and school organizations as well as at concerts and contests.

**PRIVATE VOICE LESSONS** - Students who desire special study or vocal techniques, and musical interpretations may arrange for private studies.

#### CLUB AND ORGANIZATION SPONSORS

Cheerleaders .....	Ms. Ahrenholtz
Pom Pon Girls .....	Ms. Daeges/Ms. Buman
Key Club .....	Ms. Hagemeyer/Ms. Ickes
Future Farmers of America .....	Mr. Leinen/Ms. Elmquist
National Honor Society .....	Ms. Claussen/Mrs. Rasmussen
Quill & Scroll .....	Ms. Rauterkus
Individual Speech Activities .....	Ms. Hagemeyer
Student Council .....	Ms. Gray
Student Newspaper "The Cyclone" .....	Ms. Schnack
Student Yearbook "The Harpoon" .....	Ms. Rauterkus/Ms. Lansman
Thespians .....	Ms. Schnack
School Plays .....	Ms. Gray
Vocal Music Groups .....	Ms. Thies
Large Group Speech .....	Ms. Daniels
Marching Band .....	Mr. Crilly
Jazz Band .....	Mr. Britt/Mr. Crilly
Destination Imagination.....	Ms. Bruck

#### ATHLETIC ACTIVITIES

Athletic Director .....	Mr. Osborn
Varsity & J.V. Football .....	Mr. Blatt*
	Mr. Juhl, Mr. Hosack, Mr. Kohorst, Mr. Carstens, Mr. Simdorn
Freshmen Football .....	Mr. Leinen/Mr. Murtaugh
Wrestling .....	Mr. Murtaugh*/Mr. Mitchell
Boys Varsity & J.V. Basketball .....	Mr. Osborn*/Mr. Juhl
Boys Freshman Basketball .....	Mr. Swanson
Boys Track .....	Mr. Carstens*, Mr. Wilwerding
Boys Varsity and J.V. Baseball .....	Mr. Daeges*/Mr. Vandeberg
Freshman Baseball.....	
Cross Country .....	Mr. Renkly*
Boys Golf .....	Mr. English*
Girls Golf .....	Mr. Angel*
Boys Tennis .....	Mr. Bruns*
Girls Tennis.....	Ms. Beach*
Girls Varsity & J.V. Basketball .....	Mr. Vis*, Ms. Fowler
Girls Freshmen Basketball .....	Mr. Nelson
Girls Track .....	Mr. Hosack*/Mr. Simdorn/Mr. Renkly
Girls Softball .....	Ms. Connell*/Ms. Fowler
Freshman Softball.....	Ms. Kasperbauer
Girls Volleyball .....	Mrs. DuVal*/Ms. Schaben/Mrs. Connell

Boys Soccer .....  
 Girls Soccer .....Mr. Vis\*  
 \* Denotes Head Coach

## ATHLETICS

### **You are not eligible:**

1. If you do not have a valid doctor's certificate of fitness
2. If you are twenty years of age or over.
3. If you have attended high school for more than eight (8) semesters.
4. See Good Conduct Rule.
- \*5. If you were out of school last semester.
- \*6. If you entered school this semester later than the second week of school.
7. If you have changed schools this semester (Except upon like change of residence of your parents).
- \*8. If you have ever accepted an award other than an unattached letter from your school.
9. If you have ever received any money, expense or otherwise, for your participation in any athletic activity.
10. If you have competed during the school year on a team other than your school team without the previous written consent of your superintendent.
11. If you have trained with a college squad or have participated in a college contest.
12. If you failed to earn 20 semester hours of credit the preceding semester. (4 classes that meet 5 days per week)

NOTE: Numbers marked \* have exceptions. Also there are additional requirements. Consult your Principal or Activities Director.

Any boy or girl may participate in any part of the school's program of athletics provided he or she meets the eligibility rules set forth by the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union. A complete and varied program is presented by the Harlan Community High School, and the majority of athletic interests of all boys and girls are provided for. Athletic teams representing this high school compete in the traditionally strong "Hawkeye 10" conference as well as in games with other outstanding schools. Athletics have been a strong and successful tradition at Harlan Community High School.

## HCS GOOD CONDUCT RULE

The opportunity to participate in extracurricular activities is extended as a privilege to students attending Harlan Community School. To retain eligibility for participation in the activities we offer, students must conduct themselves as good citizens both in and out of school at all times. Students who represent our school in an activity are expected to serve as good role models to other students and to the members of our community.

For those students who have met the eligibility requirements at Harlan Community School and choose to participate in extracurricular activities, the "Good Conduct Rule" (GCR) further defines expectations for those involved.

### **ACTIVITIES COVERED UNDER THE GOOD CONDUCT RULE**

The following activities are covered under this Good Conduct Rule: athletics, instrumental and vocal music performances and contests, drama productions, speech contests, FFA, national Honor Society, all co-curricular clubs and organizations, all honorary and elected offices, (i.e. Homecoming, Winter Dance Royalty), class officer, student government officer or representative, state contests and performances for cheerleading and pom pon, or any other activity where the student represents the school outside the classroom.

### **VIOLATIONS OF THE GOOD CONDUCT RULE**

#### Category A

- Possession, use, distribution/purchase or attempted distribution/purchase of illegal drugs or paraphernalia, or the unauthorized possession, use, distribution/purchase or attempted distribution/purchase of otherwise lawful drugs without a legal prescription

- O.W.I. and “zero tolerance” (zero tolerance includes violations that align with federal mandates – i.e. weapons on school grounds, commission of serious crimes, etc.)

#### Category B

- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system and chargeable as a felony, aggravated misdemeanor, or serious misdemeanor, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s)
- Use, possession, or purchase of alcoholic beverages (other than that listed in part two of Category A)
- Any action that could be considered dangerous to the well being of the student, and/or the school is prohibited. Examples include, but are not limited to, huffing, over consumption of cough medicine, use of look-a-like chemicals, etc.

#### Category C

- Use, possession or purchase of tobacco products, regardless of the student’s age
  - Gross misconduct includes, but is not limited to: fighting, truancy, vandalism, gross insubordination, hazing or harassment of others, or any other conduct which would warrant an in or out-of-school suspension or a Saturday-in-school suspension.
  - Whenever a student engaged in any act that would be grounds for arrest or citation in the criminal or juvenile court system and chargeable as a simple misdemeanor, the administration may impose the GCR pending their investigation.
  - The administration has the discretion to categorize a violation under a higher category if the situation so warrants.
- \* Middle School Good Conduct Rule violations with ongoing consequences will be carried over to the high school.

The Activities Director shall keep records of violations of the Good Conduct Rule.

## **CONSEQUENCES**

#### Category A

1st offense:

- Including, but not limited to, activities listed
- Suspended for 50% of current sport or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- Suspended from the next 4 jazz band performances which take place within the next 12 months
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

#### Category A

2nd offense or more:

- Including, but not limited to, activities listed
- Suspended from sport, or sports, if participating in more than one sport during a season, and other extracurricular performances/contests for the next 12 months
- Completion of the education program

#### Category B:

1st offense:

- Including, but not limited to, activities listed

- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months
- Suspended from the next speech contest which takes place within the next 12 months
- Suspended for 25% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 25% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- Suspended from the next 2 jazz band performances which take place within the next 12 months
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 2 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

#### 2nd offense:

- Including, but not limited to, activities listed
- Suspended for 50% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- Suspended from the next 4 jazz band performances which take place within the next 12 months
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

#### 3rd offense or more:

- Including, but not limited to, activities listed
- Suspended from sports and other extracurricular performances/contests for the next 12 months
- Completion of the education program

#### Category C:

##### 1st offense:

- Including, but not limited to, activities listed
- Suspended for the next athletic contest in which the student is involved, and which takes place within the next 12 months (if the student is involved in more than one sport during any given season, s/he will miss the next athletic contest in each sport.)
- If involved in other extracurricular activities, will miss the next upcoming performance/contest in each activity, which takes place within the next 2 weeks

##### 2nd offense:

- Including, but not limited to, activities listed
- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months
- Suspended from the next speech contest which takes place within the next 12 months
- Suspended for 25% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 25% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance

- Suspended from the next 2 jazz band performances which take place within the next 12 months
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 2 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

3rd offense or more:

- Including, but not limited to, activities listed
- Suspended for 50% of current sport, or sport, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- Suspended from the next 4 jazz band performances which take place within the next 12 months
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

### **Suspension from Sporting Events - Regulations**

Suspension from sporting events is described below. The number of suspensions listed represents dates; not necessarily games/meets. The suspension will move to the next regularly scheduled date if the activity scheduled on one of the identified dates is postponed or cancelled. Each day of a multi-day meet or tournament is considered a date (e.g. Kuemper baseball tournament is two dates). Furthermore, the suspension applies to the student's primary level of competition. Additionally, the student would be ineligible to compete in all other performances or contests at any level during the primary level suspension period.

If a sports season ends prior to completion of the suspension, there will be a "carry-over" to the next sport in which the student is participating. Also, the student will be required to complete the sport season in which participating, or the suspensions served during that season will be invalid.

During the suspension period, the student will be expected to continue practicing, but will not be able to participate in contests or performances, as outlined below:

Suspension from sporting events **including, but not limited to, the activities listed below:**

	<b><u>High School Sports</u></b>			
			<i>Timely Admission</i>	
	<u>25%</u>	<u>50%</u>	<u>25%</u>	<u>50%</u>
Football	2	4	1	3
Cross Country	2	4	1	3
Volleyball	3	6	2	5
Basketball	4	9	4	8
Wrestling	4	8	2	5
Tennis	3	6	2	5
Track	3	6	2	5
Golf	3	6	2	5
Soccer	3	6	2	5
Baseball	6	12	5	10
Softball	6	12	5	10
Cheerleading	Corresponds with sport in season			
Pom Pon	Corresponds with sport in season, which has the highest # of events included in the suspension			

### **Middle School Sports**

	<i>Timely Admission</i>	
	<u>25%</u>	<u>50%</u>
Football	1	2
Cross Country	1	2
Volleyball	2	4
Basketball	3	6
Wrestling	2	4
Track	1	3
Cheerleading	Corresponds with sport in season	

### **Education Program**

Following a violation in Category A or B, the student will complete a series of questions (short answer & essay) pertaining to drug awareness/illegal offenses, and will address issues such as: effect on self, effect on family and others, effect on other members of the team/group, knowledge of the good conduct rule and what happens on the next offense, etc. The student will remain ineligible as long as the educational component is incomplete. Satisfactory completion of the educational component will be determined by the administration.

### **Honesty Clause/Timely Admission**

We want to encourage students to be honest with the school regarding violations of the Good Conduct Rule. Students who make a “timely admission” to school administration regarding a violation of the GCR, will be given the opportunity to take a one-performance/contest suspension reduction in all activities to which the suspension applies.

“Timely Admission” means: The student notifies school administration on the next day of attendance following the violation.

If the violation occurs during the summer break, the student has (7) days to make a “timely admission” to school administration.

This “timely admission” option is available only once and only with a first violation of either Category A or B.

### **Determination and Appeal Process**

A. Determination of a violation will be based upon:

- admission by the student, or
- conviction by a court of law, or
- an investigation by school officials and a determination that some evidence exists that a violation has occurred. This investigation may include, but is not limited to, a report from law enforcement, or interviews and/or statements from other students, staff, or members of the community.

B. The date the school is notified by the student violator, becomes the initiation date for consequences with the exception of summer violations. Initiation dates for violations that occur in the summer are defined under each category.

The date the school determines there is some evidence to support that a violation has occurred becomes the initiation date for consequences with the exception of summer violations. Initiation dates for violations that occur in the summer are defined under each category.

Violations accumulate per category, and accumulate throughout a student’s high school career. However, following a student’s first violation of the Good Conduct Rule, a 12-month “violation-free” period would allow the student to “buy back” the previous offense. This option is available only one time during a student’s high school career, and is available only if the student has made a “timely admission.”

A student who has allegedly violated the Good Conduct Rule will be notified of the alleged violation of the Good Conduct Rule, the information which supports the allegations and will be given an opportunity to respond. Upon a review of all the evidence and circumstances, the Principal/Activities Director will make a decision regarding the alleged violation of the Good Conduct



Rule. If the Principal/Activities Director, determines that the student has violated the Good Conduct Rule, the Principal/Activities Director will then determine a period of ineligibility.

Whenever a student is declared ineligible under the Good Conduct Rule, the following procedures shall apply:

1. A conference will be held with the Principal/Activities Director and the student. At that time, the length of the period of ineligibility and a specific explanation of the reasons for ineligibility will be discussed. The offense and the consequences will thereafter be put in writing and sent to the student and parent(s). Depending upon the timing of the offense and imposed consequences, a parent conference and/or call may be employed in addition to the letter. If the student or parent(s) do not wish to appeal the ineligibility decision, the Principal/Athletic Director's decision will be in effect and be considered final.
2. If the student or his/her parents(s) wish to appeal the decision of the Principal/Activities Director, they may appeal the Principal/Activities Director's decision to the Superintendent. The request for the appeal must be received by the Superintendent, in writing, within three (3) business days of the date on which the student was declared ineligible by the Principal/Activities Director. The Superintendent shall consider the circumstances and evidence of the case and shall make a decision which will be communicated in writing to the student, parent(s), and Principal/Activities Director. The decision of the Superintendent shall be made within seven (7) business days following the date on which the appeal was received.
3. If the student or parent(s) wish to appeal the Superintendent's decision, they must do so in writing to the Board of Education within three (3) business days of the receipt of the Superintendent's decision. The appeal shall be heard by the Board at the earliest feasible opportunity, but no later than seven (7) business days following the date on which the appeal was received by the Board Secretary.
4. The Board shall schedule a meeting for the purpose of conducting a formal hearing with all individuals involved. The student has the right to be represented by counsel at the hearing. At least three (3) days before the date of the hearing, the student and his/her family and/or representative will be provided with copies of any and all documents that the administration plans to present to the Board at the hearing and a list of all witnesses who may testify before the Board in support of the administration. At the hearing, the student and his/her parent(s) and the administration will have an opportunity to meet and present evidence and information in support of their position and to cross-examine each other's witnesses. The appeal will be conducted in closed session, unless the student or parent(s) request that it be conducted in open session. However, any formal action by the Board of Directors must be taken at an open meeting. The Board shall issue a written decision after the hearing, which includes findings of fact and the conclusions. If the Board of Directors reverses the decision of the administration, the student shall be immediately eligible and shall have any record of ineligibility period and violation deleted from the student's record.
5. During the appeal procedure the student will be ineligible from participating in any extracurricular or co-curricular activities.

### Transfers

If a student transfers into the Harlan Community School District from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of a "Good Conduct Rule" in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district. The period of ineligibility will align with the Good Conduct Rule of the previous district if applied or if the violation occurred during the summer and the Good Conduct Rule in the previous district was not applied, our Good Conduct Rule will be imposed.

### Transfers and Eligibility

As of July 1, when a high school student transfers into an Iowa High School without a contemporaneous family move or other exception allowed by law, that student is still ineligible to compete for a new high school in interscholastic athletics, but the ineligibility is limited to varsity level sports. During the 90 school days of ineligibility, the student may participate and compete at any non-varsity level- junior varsity, freshman, and/or sophomore teams. This is true of open enrollment transfers also. Determination of whether a student is immediately eligible has not changed.

### General Information

If a student is found to be in violation of the Good Conduct Rule while serving under a suspension from a previous violation, the suspension periods will run consecutively.

If a student drops out of school while serving under the Good Conduct Rule, the consequences remain in effect until the suspension period has expired.

Students may not perform at pep rallies while serving under the Good Conduct Rule. However, the pep rally does not constitute a performance/contest toward your suspension. In other words, suspension from pep rallies is in addition to any other consequences imposed by the Good Conduct Rule.

Additional rules and provisions, not in conflict with the GCR, may be communicated at the organizational meeting of the various extracurricular groups. Students are expected to be aware of and compliant with all provisions.

Because it is impossible to foresee every possible scenario, school administration may choose to consult with legal counsel, Board of Education and law enforcement, to determine whether or not the GCR will be imposed in any situation not directly covered by the rules.

**HARLAN COMMUNITY SCHOOLS**  
**K-12 Handbook Section**

**MISSION STATEMENT**

The Harlan Community School District will prepare life-long learners and productive citizens.

**BELIEFS**

1. All individuals have equal value and worth.
2. Each individual deserves the respect of self and others.
3. A comprehensive education is the shared responsibility of the community, school, home, and individual.
4. A positive environment stimulates learning.
5. Learning is a life-long process.
6. An increasingly complex world demands on-going change in teaching and learning processes.
7. Everyone is capable of learning when individual differences are identified, responded to, and valued.
8. Schools are a resource for the community.
9. Responsibilities accompany privileges.

**ADMINISTRATIVE STAFF AND THEIR ASSIGNMENTS**

Superintendent.....	Bill Decker.....	755-2152
High School Principal.....	Kent Klinkefus.....	755-3101
Activities Director.....	Mitch Osborn.....	755-3101
Middle School Principal.....	Duane Magee.....	755-3196
West Ridge Principal.....	Jeff Moser.....	755-2725
New Park Principal.....	Cindy Burchett.....	755-5903
Transportation Director.....	Matt Koesters.....	755-5070
Food Service Director.....	Judi Olson.....	755-3212

**Jurisdictional Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students are expected to not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's previous disciplinary history.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principals' or superintendent's offices for information about the current enforcement of the policies, rules or regulations of the school district.

#### **DEFINITIONS**

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

#### **INCLEMENT WEATHER**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over HMU Channel 12, Iowa Telecom Channel 18, KNOD, KJAN, KFAB KSOM, WOWT (channel 6), WHO (radio) and KMA radio stations. Normally the announcement will be made by 6:00 a.m. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. School officials determine whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

#### **EMERGENCY PROCEDURES FOR THE HARLAN COMMUNITY SCHOOLS**

The Harlan Community School District has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis.

In most emergencies, your child will remain and be cared for at the school he/she attends. In the rare event of an emergency affecting the school your child attends that prohibits re-entry to the building (such as a broken gas or water main, a fire or toxic waste spill), students will be accompanied to a pre-determined alternate site or be dismissed to return home for the day.

We ask that you follow this procedure if you hear of any school emergency:

1. TURN ON YOUR RADIO TO KNOD (105.3), CABLE TELEVISION TO HMU CH. 12. OR IOWA TELECOM CH. 18. We will keep the media informed of any emergency.
2. PLEASE DO NOT TELEPHONE THE SCHOOL. We must use our phone lines to respond to the emergency.
3. PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL. Any emergency involving your child's school may mean that emergency vehicles and workers must be able to get in the building. If the emergency necessitates relocation of staff and students, you will be informed via the radio and cable TV stations.

### Medications

Medications will be administered by Harlan Community School District personnel under the following guidelines:

1. Prescription medication must be labeled by the pharmacist, detailing the name of drug, dosage, name of student, and time interval medication is to be given.
2. Medication must be brought to school in a container appropriately labeled by pharmacy or physician. Non-prescription medication must be in its original container, accompanied by the medication form, and labeled with the student's name, dosage, and time it is to be given during school-time hours.
3. The parent or guardian of the student must give written permission allowing school personnel to administer the medication at the proper time. Forms are available at all local pharmacies and in the school offices.
4. The parent or guardian of a student receiving medication on an ongoing basis is advised to seek a physician's counsel before changing doses, times, or medication.
5. Medication is kept in a locked, secure place in each school building. All medication left at the end of the school year will be returned to the student or parent.
6. Over-the-counter medications such as Tylenol or aspirin will be administered from school stock supply upon written permission of the parent/guardian.

Each school attendance center maintains a record which includes the student's name, the time and date, and the signature of the person administering the medication.

<b>WHERE DO YOU GO WITH A QUESTION OR A CONCERN?</b>
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| <p>Step 1: Start with where the problem is. Those people most directly involved are usually best able to answer your question or address your concern. If the problem is in the classroom, contact the teacher. If the problem is on the bus, contact the bus driver or the Transportation Supervisor, Matt Koesters.</p> <p>Step 2: If the person closest to the problem has been unable to satisfactorily resolve the matter, contact the next level. The building principal is responsible for supervision of staff within that building. Transportation questions should be directed to Matt Koesters, Transportation Supervisor.</p> <p>Step 3: A conference with the superintendent of schools is appropriate if questions or concerns have not been adequately addressed at earlier levels.</p> <p>Step 4: The fourth and last step is the Board of Directors. School board members have been elected to represent the interest of all district patrons, and you should always feel free to tell them your point of view. School board members, however, do not have direct authority in the day-to-day operations of the schools. Contact a board member --</p> <ul style="list-style-type: none"><li>• after other means to solve a problem have been tried;</li><li>• when you believe a policy is not being enforced;</li><li>• when you believe a policy is being enforced unfairly.</li></ul> |
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<b>Dress Code</b>
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We believe that education is serious business for students, and that there is a way that serious people look and act when they learn. Certain types of dress, appearance, and behavior are expected throughout the serious world. Because of the strong connection between academic performance, students' appearance and students' conduct, standards of dress and conduct are required.

- Students are expected to adhere to reasonable levels of cleanliness and modesty.

- Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. The following types of clothing will be excluded: Clothing which permits inappropriate exposure of the body. Bare shoulders, bare backs or sides and midriff exposure are not acceptable attire in a business setting and, therefore, are not acceptable attire in the school setting.
- Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco.
- Students are prohibited from wearing clothing and accessories displaying obscenity, profanity, vulgarity, double meaning slogans, racial or sexual remarks, making reference to prohibited conduct or similar displays.
- Students may not wear hats, hoods, sweat bands, kerchiefs, or head coverings of any kind inside the school building between the starting and ending times of regular school days. For medical or other unusual situations, principal permission must be secured.

Under certain circumstances or during certain classes or activities the dress code may be altered as deemed appropriate by the principal. These changes will be communicated via announcements, poster, etc. The building principal or designee makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. Refusal to do so will be deemed insubordination for which the student may be disciplined.

#### **STUDENT LOCKERS**

Student lockers are the property of the school district. Students should use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep his/her assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

Students and parents/guardians are hereby notified that under Iowa law, school officials may conduct periodic inspections of all, or of a randomly selected number of, school lockers without prior notice or particularized suspicion of wrongdoing. Such searches may be conducted without the student being present. Following such inspection, the student will be notified within a reasonable period of time that a search has taken place.

#### **ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Students believed to be in violation will be immediately investigated. Mandatory expulsion hearings with the Board of Education will be held for drug and substance violations, and the Board may expel students up to the fullest length of time allowed by law.

Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Any object which could be used to injure another person and which has no school related purpose for being in school or on school grounds will be considered a weapon. Students bringing a firearm to school shall be expelled for not less than twelve months. The Board of Directors has the authority to modify the expulsion requirement on a case-by-case basis.

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon, including but not limited to a toy pistol or rifle, squirt gun, cap gun, rubber knife, or plastic grenade, or who displays any object in such a manner as reasonably to place another person in fear for his or her safety shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion. The use of any object in a dangerous way will be treated as if the item were a weapon.

Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials. Students believed to be in violation will be immediately suspended, pending investigation, and expulsion hearings with the Board of Directors may be held for weapon violations.

#### **COMMUNICABLE AND INFECTIOUS DISEASES**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees.

If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox.

#### **STUDENT FUNDS AND FUND RAISING**

Students may raise funds for school activities upon approval of the Superintendent of Schools. Requests must be made at least two weeks prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised.

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

#### **STUDENT EDUCATIONAL RECORDS**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including school and AEA employees and the school board, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, photographs yearbooks, websites, etc., most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.

#### **OPEN ENROLLMENT**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Parents/guardians wishing to enroll their children in another school district must apply for open enrollment by March 1, 2007 for the 2007-2008 school year. Exceptions: September 1, 2006 is the last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the 2006-2007 school year. Contact the Office of the Superintendent for further details. Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of direct payment. Parents should be aware that open enrollment may result in the loss of varsity athletic eligibility for 90 school days following the transfer.

#### **DUAL ENROLLMENT STUDENTS**

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the Office of the Superintendent.

#### **STUDENT FEES**

Book rental fees for the year are \$25 for all students K-5, \$25 for all students in 6-8 and \$40 for students in 9-12. An activity ticket is available for \$20 for the year. Fee waivers are available for low income families. Fee waiver application forms are available from the office of the Principal in any building.

#### **INITIATIONS, HAZING OR HARASSMENT**

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age or marital status includes conduct of a verbal or physical nature, whether by school employee or student when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes, stories or activities.

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. Students who feel that they have been harassed should follow the steps outlined below. This should be done as soon as reasonably possible.

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
  - tell a teacher, counselor or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser did;
    - witnesses to the harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser responded.



### **THREATS**

Threats made by students toward other students and/or adults and suggest the use of weapons or loss of life are unacceptable in a school environment. Students should refrain from language that instills fear in others and could result in criminal charges. Students who are angry with other students and/or adult(s) are encouraged to seek out an adult with whom they are comfortable and ask for their assistance in an attempt to resolve the issue. In all cases, threats of violence should be avoided. Situations where students ignore this request and use language that threatens others with the use of a weapon and/or the loss of life will be addressed as follows:

1. Administration will interview students/adults to confirm that the threat actually happened.
2. Once confirmed, law enforcement may be involved in the investigation.
3. The administration will contact parents.
4. If involved, law enforcement will assess intent and share their findings with the administration.
  - Law enforcement will determine the charge, if any, based on their investigation.
  - The school will require that the student meet with a practicing mental health professional and that the therapist personally contact the school and report his/her findings prior to being readmitted to school.
5. The student will be suspended from school pending results of the investigation.
6. When the findings reflect no intent, the student will be suspended until the above conditions have been met with additional time added, if they have not served the equivalent of 3 (days/Saturdays).
7. If the findings reflect that the student(s) pose(s) a continuing threat to the safety of students and adults, the administration will call for a Board hearing with a recommendation of expulsion for a minimum of the balance of the semester.

### **PHYSICAL OR SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate internal and external investigators to look into the allegations. The school district has designated Mr. Bill Decker, Superintendent at 755-2152 as its Level I investigator, and New Park Principal, Cindy Burchett as the alternate Level I investigator. Contact the Superintendent's office for the name and phone number of the Level II investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate and legal. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

### **HUMAN GROWTH AND DEVELOPMENT**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction. An abstinence-based curriculum shall be used for all sex education in the Harlan Community Schools.

### **EQUAL EDUCATIONAL OPPORTUNITY**

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been

discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Kent Klinkefus, High School Principal, who can be reached at 755-3101. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

#### **ASBESTOS NOTIFICATION**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and Russia. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employers, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

#### **BUSES AND OTHER SCHOOL DISTRICT VEHICLES**

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations. The following behaviors shall not be permitted on a school bus:

1. hitting,
2. spitting,
3. profanity/abusive language,
4. name calling,
5. failure to remain seated,
6. throwing objects,
7. obstructing aisles,
8. making excessive noise,
9. assault,
10. fighting,
11. vandalism,
12. failure to comply with a reasonable request from the Bus Driver or Supervisor,
13. possession of a weapon,
14. possession of tobacco or smoking,
15. possession of alcohol or other controlled substances,
16. any other conduct deemed hazardous to the safety of the passengers, driver, or to the bus.

The operation of a safe and effective transportation program necessitates the prohibition of the behaviors listed above. In the event that an improper action occurs, the following procedures will be followed:

Bus Drivers have the authority to remove a student from the bus for up to three (3) days for violation of the above listed behaviors. The driver must verbally notify the parents/guardians prior to the removal/suspension. The driver will then fill out the Incident Report for the principal. If a student has been removed from the bus for a total of three (3) days, (i.e. could be different occurrences totaling three (3) days or just one suspension of three (3) days) by the driver, the next notice of removal/suspension must come from the building principal and it will be for a minimum of one month or twenty (20) school days.

## NOTICE OF VIDEO CAMERAS IN BUSES AND DISTRICT FACILITIES

The Harlan Community School District Board of Education has authorized the use of video cameras. The video cameras will be used to monitor student behavior to maintain order and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videofiles may be used in a student disciplinary proceeding. The content of the videofiles is confidential student records and will be retained with other student records. Videofiles will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

## INTERNET APPROPRIATE USE POLICY

Because technology is a vital part of the school district curriculum, the Internet will be made available to staff and students. Appropriate and equitable use of the Internet will allow staff and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers as well as group and individual accounts. Individual student accounts and electronic mail (e-mail) addresses may be issued to the students for specific educational projects. If a student or staff individual already has a non-school e-mail account, he/she may send or receive mail through the district following appropriate Internet/e-mail use.

The Internet can provide a vast collection of educational resources for students and staff. It is a global network which makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students locate. The school district makes no guarantee as to the accuracy of the information received on the Internet. Although students will be under teacher's supervision most of the time they are on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that is inappropriate or that may not be of educational value. In an effort to prevent access to such material, the Harlan Community School District will at all times employ screening software designed to block access to undesirable material. Student's Internet records and access records are confidential records treated like other student records.

Staff and students will be required to have instruction on the appropriate use of the Internet. Parents must sign a permission form to allow their students to access the Internet. Students must sign a form acknowledging that they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations.

## INTERNET USE REGULATION

### I. Responsibility for computer/network/Internet Appropriate Use

- A. The Board of Directors is legally responsible for all matters relating to the operation of the Harlan Community School District.
- B. The authority for appropriate use of computer/network/Internet resources is delegated to the trained staff employed by the school district. For the purpose of this policy, Internet is defined as the following:

*Internet is a collection of interconnected computer networks involving millions of computers and tens of millions of users around the world. It is a collaboration of private, public, educational, commercial, governmental and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.*

- C. Training in the proper use of the computer/network/Internet system will be available to staff members who will then provide similar training to their students.
- D. All users are expected to practice appropriate use of the computer/network/Internet system. Violations of appropriate use will result in disciplinary action. Illegal uses of district computer/network/Internet resources may also result in referral to law enforcement authorities.
- E. The Harlan Community Schools will at all times employ screening software designed to block access to undesirable material.
- F. Staff members and students should have no expectation of privacy when using district computer/network/Internet resources. The district retains control, custody and supervision of all computers, networks, and Internet services owned or leased by the school district. The district reserves the right to monitor all computer and Internet activity by employees, students and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail messages and stored files.
- G. Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

- H. The employee shall be responsible for any losses, costs or damages incurred by the school district related to violations of this policy and/or these rules.

## II. Internet Access

- A. Access to the Internet should be made available to all staff and students as a source of information and a vehicle of communication.
- B. Students will be able to access the Internet through their teachers as well as through individual accounts, if approved by the building administrator. An Internet account will give access to the world wide web, ftp, Gopher, Telnet, and Newsgroups.
1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate.
  2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while protecting the rights of students and parents who choose not to risk exposure to questionable material.
  3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines requiring efficient, ethical, and legal utilization of network resources.
  4. In order to reduce unnecessary system traffic, users may use real-time conference features only with the approval of the network administrator.
  5. Transmission of material, information or software in violation of any district, local, state, or federal law is prohibited.
  6. Correct citation of material obtained over the Internet is required.
  7. Downloaded files must be checked for viruses in order to avoid spreading computer viruses in our local area networks (LANs).
  8. The school district makes no guarantees regarding the accuracy of the information received on the Internet.

## III. Permission to Use Internet

The parent/guardian shall grant or deny student permission to use the Internet resources on a building-by-building (New Park, West Ridge, Middle School, High School) basis. This will be done using the "Internet Access Permission Form for Students." Permission will remain in effect unless withdrawn by supervisory personnel under the terms of part V of this policy -- "*Student Violations; Consequences and Notification*," or by the parent/guardian at any time.

## IV. Staff/Student Use of the Internet

### A. Equal Opportunity

1. Computer/network/Internet shall be available to all staff/students who have received training on its appropriate use, within the District through their teachers as well as through group and individual accounts. The amount of time available to staff and students may be limited by the number of available CPU's and the demand for use.
2. The computer/network/Internet applications, which are available to individuals having a user account, are shared by everyone using that computer on the network. It is important that individuals follow the procedures given in the training in order to insure the smooth operation of the network for everyone on it.

### B. On-line/Network Etiquette

1. The use of the Internet is a privilege and may be revoked for violation of Board policy or regulations. As users of the Internet, staff and students are allowed access to other networks. Each network has its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these networks.
2. Staff/Students must adhere to on-line protocol:
  - a. Respect all copyright and license agreements.
  - b. Cite all quotes, references, and sources.
  - c. Remain on the Internet long enough to get needed information, then exit the Internet.

- d. Apply the same privacy, ethical, and educational considerations utilized in other forms of communication.
3. Staff and student access for electronic mail will be through their teachers as well as through individual accounts, if approved by the building administrator. Remember that electronic mail is not private; never send private or confidential material. Staff/Students must adhere to the following electronic mail guidelines.
  - a. Read and download or delete email on a regular basis.
  - b. Delete unwanted messages immediately.
  - c. Use of vulgar and/or abusive language is prohibited.
  - d. Always sign your name to messages.
  - e. Always acknowledge that you have received a document or file that someone has sent you.
  - f. Mailing lists of any type may not be subscribed to unless permission is received in advance from the system administrator.
4. Staff and student access to newsgroups and blogs will be through staff, group, or individual accounts.
  - a. Use of vulgar and/or abusive language is prohibited.
  - b. Always sign your name to messages.

#### C. Restricted Material

Staff/students shall not intentionally access or download any text file or picture or engage in any form of communication that includes material which is obscene, sexually explicit, sexually suggestive, libelous, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

The Harlan Community Schools will at all times employ screening software designed to block access to undesirable material.

#### D. Unauthorized Costs

The Harlan Community School District assumes no responsibility for unauthorized charges, costs or illegal use of district computer/network/Internet resources. The school district assumes no responsibility for any unauthorized charges made by employees or students including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or any illegal use of its computers such as copyright violations. If a staff member or student gains access to any service via the district computer/network/Internet resources which has a cost involved, or if a staff member or student incurs other types of costs, the Harlan Community School District will not be responsible for those costs. The staff member or student's parents/ guardian will be responsible for those costs.

#### E. Other Prohibited Uses

The employee or student is responsible for his/her actions and activities involving school department computers, networks, and Internet services and for his/her computer files, passwords, and accounts. General examples of unacceptable uses which are expressly prohibited include but are not limited to the following:

1. Any use that is illegal or in violation of other Board policies, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc.;
2. Any inappropriate communications with students or minors;
3. Any use for private financial gain, or commercial, advertising or solicitation purposes;
4. Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school-sponsored organization; to solicit membership in or support of any non-school-sponsored organization; or to raise funds for any non-school-sponsored purpose, whether for-profit or not-for-profit.
5. No employee or student shall knowingly provide personal or school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator.

6. Any communication that represents personal views as those of the school department or that could be misinterpreted as such;
7. Downloading or loading software or applications without permission from the system administrator.
8. Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses;
9. Sending mass e-mails to school users or outside parties for non-school purposes without the permission of the technology coordinator.
10. Any malicious use or disruption of the school department's computers, networks, and Internet services or breach of security features;
11. Any misuse or damage to the school department's computer equipment;
12. Misuse of Passwords/Unauthorized Access : Sharing passwords, using other users' passwords and/or accessing other users' accounts;
13. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
14. Any attempt to access unauthorized sites;
15. Failing to report a known breach of computer security to the system administrator;
16. Using school computers, networks, and Internet services after such access has been denied or revoked; and any attempt to delete, erase, or otherwise conceal any information stored on a school computer that violates these rules;
17. The forwarding of chain letters.

#### V. Student Violations; Consequences and Notifications:

Students who access and/or download inappropriate/objectable items or send messages with vulgar/abusive threatening language while on the Internet shall be subjected to the following consequences:

##### A. First Violation:

For the first violation during the school's fiscal year (July 1 - June 30), a verbal and written "First Violation" warning notice will be issued to the student by the principal's office using the prescribed form. The student will lose Internet access for a period of three weeks. A copy of the notice will be mailed to the student's parent/guardian by the building principal's office and a copy kept on file in the principal's office.

##### B. Second Violation:

Upon the second violation during the school's fiscal year (July 1 - June 30), a verbal and written "Second Violation" infraction notice will be issued to the student by the principal's office using the prescribed form. The student will lose Internet access for a period of nine weeks. A copy of the notice will be mailed to the student's parent/guardian by the building principal's office and a copy kept on file in the building principal's office.

##### C. Third Violation:

Upon the third violation during the school's fiscal year (July 1 - June 30), a verbal and written "Third Violation" infraction notice will be issued to the student by the principal's office using the prescribed form. The student will lose all Internet privileges. A copy of the notice will be sent by registered mail to the student's parent/guardian by the building principal's office and a copy kept on file in the building principal's office.

Any student who has lost his/her Internet privileges by committing a third violation may at the beginning of the next regular school year petition the Board of Education to have his/her Internet privileges reinstated on a one-year probationary basis. If during the one-year probationary period the student commits an additional violation, his/her Internet privileges will be permanently suspended for the remainder of his/her time as a student in the Harlan Community School District.

The administration and the Board of Education reserve the right to deviate from the suggested progression of consequences if the severity of the offense deems that appropriate.

## **COMPULSORY ATTENDANCE**

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 175 days. Students not attending the minimum days must be exempted by this policy as listed below or, for students in grade 7-12, referred to the county attorney or, for students in grades K-6, referred to the Attendance Cooperation Process (ACP). Exceptions to this policy include children who:

- Have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- Are attending religious services or receiving religious instruction;
- Are attending an approved or probationally approved private college preparatory school;
- Are attending an accredited nonpublic school; or,
- Are receiving competent private instruction

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualification for one of the exceptions listed above.

The truancy officer/school interventionist shall investigate the cause for a student's truancy. If the investigator is unable to secure the truant student's attendance, the investigator should discuss the next step with the superintendent. If after additional efforts the student is still truant, the investigator shall refer the matter over to the county attorney for students in grades 7-12. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation Process (Policy 5051).

The school will participate in mediation if requested by the county attorney. The appropriate building principal shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

<b>ATTENDANCE COOPERATION PROCESS</b>
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When it is determined that a student in grades K-6 is in violation of the school district attendance policy and procedures, the truancy officer will check the Department of Human Services records to determine whether the student's family is receiving Family Investment Program (FIP) benefits. If the student's family is receiving FIP benefits, the truancy officer will notify DHS. DHS is then responsible for the Attendance Cooperation Process (ACP).

If the student's family is not receiving FIP benefits, the truancy officer will initiate the ACP. The parents will be contacted to participate in the ACP. The truancy officer may also invite juvenile court officers, the county attorney, other school officials and others deemed appropriate. If others are invited who don't have access to the student's records either by law or a Juvenile Justice Agency Information Sharing Agreement, parental consent is needed for them to participate in the ACP.

The purpose of the ACP is to determine the cause of the student's nonattendance, get the parties to agree to solutions addressing the nonattendance and initiate referrals to any other services that may be necessary. The agreement is then written. The agreement is to include all terms agreed to and future responsibilities of all parties. All parties must sign the agreement and failure to sign by the parents is considered a violation of the process and initiates the next level.

If the parents do not participate in the ACP, if the parties do not enter into an Attendance Cooperation Agreement (ACA), or if the parents violate a term of the agreement, the student is deemed truant. For FIP students and non-FIP students, the school district notifies the county attorney when students are truant. When a student is deemed truant, for FIP students, DHS is again notified and DHS then initiates the process whereby FIP benefits are reduced.